

**Sub: Transaction in Moveable Property – Sanction for transaction / intimation of transaction**  
– rule 16(B)(2 & 5) of IRCON CDA Rules

**Note:** Intimation regarding Moveable property may be given within 30 days of transaction.

|   |  |   |         |                   |                   |
|---|--|---|---------|-------------------|-------------------|
| 1.  | Emp. code No.  | 2.  | Pan No. | 3.                | Contact No. (Mob) |
| 4.  | Name of Employee   |   |         | 5.                | Designation       |
| 6.  | Scale of Pay   | Rs. _____ (* IDA/CDA)   | 7.      | Present Basic pay | Rs. _____ p.m.    |
| 8.  | Place of Posting   |   |         |                   |                   |
| 9.  | Date of joining IRCON  |   |         |                   |                   |
| 10.   | Status   | * Regular / Probation / Adhoc / Contract / Deputationists   |         |                   |                   |
| 11.   | Purpose of application   | * Intimation of transaction / Sanction for transaction  |         |                   |                   |
| <p><i>Note: Sanction is required if the transaction is made with a person with whom the employee is having official dealings. In other cases only intimation is required.</i></p> |  |   |         |                   |                   |
| 12.   | Whether property has been acquired / disposed of   | * Acquired / Disposed of  |         |                   |                   |
| 13.   | Actual date of transaction for acquiring/ disposal of property   |   |         |                   |                   |
| 14.   | a)   | Description of the property (e.g. Car / Scooter / Motor Cycle / Refrigerator / Music System / Jewelry / Insurance Policies, etc.  |         |                   | Pg. No.           |
|   | b)   | Make, model, registration no. in case of vehicles<br>(Documentary evidence should be attached)  |         |                   | Pg. No.           |
| 15.   | Mode of acquisition / disposal<br>(Purchase / sale, gifts, mortgage, lease or otherwise)   |   |         |                   |                   |
| 16.   | Sale / Purchase price of the property<br>(Market value in the case of gifts)   |   |         |                   | Pg. No.           |
| 17.   | In case of acquisition – source or sources from which financed / proposed to be financed   |   |         |                   |                   |
|   | Note:  | Sources from which finance has been arranged with documentary evidence are to be attached<br>Example:<br>✓ Bank statement highlighting transactions,<br>✓ Encashment of FDs,<br>✓ Loan availed from bank/institution/private party, etc.<br>Loan taken from private party : Mode of receipt of loan i.e. cheque/cash, cheque no., date, amount, bank particulars, etc. Preferably, loan may be taken by Cheque. |         |                   |                   |
| 17.   | a)   | Personal savings<br>(Ex:- cash savings; transactions from bank account, Fixed Deposit encashed)   |         |                   | Pg. No.           |
|   | b)   | Other sources<br>(Ex. - sale of assets; loan from friends, relatives, financial institution)  |         |                   | Pg. No.           |
| 18.   | In case of disposal of moveable property; was requisite sanction obtained or intimation given at the time it was acquired? If yes, a copy of thereof be attached or letter number & date of issue be quoted. |   |         |                   | Pg. No.           |
| 19.   | a)   | Name and address of the party with whom transaction is proposed to be made  |         |                   | Pg. No.           |
|   | b)   | Is the party related to the applicant?<br>If so, state the relationship.  |         |                   |                   |

|     |    |   |  |
|-----|----|---|--|
|     | c) | Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?             |  |
|     | d) | How was the transaction arranged? <i>(Whether any statutory body, or a private agency through advertisements or through friends and relatives. Full particulars to be given).</i> |  |
|     | e) | Nature of official dealings with the party.   |  |
| 20. |    | In case of acquisition by gifts, whether sanction has been taken as required under Rule 12 of the IRCON CDA Rules? If yes, a copy of thereof to be attached.                      |  |
| 21. |    | Any other relevant fact which the applicant may like to mention.  |  |

\* Strikeout whichever is not applicable.

### DECLARATION

I, \_\_\_\_\_, \_\_\_\_\_ hereby declare that the particulars given above are true. I request that I \* may be given permission / give intimation \* to acquire / dispose off property as described above.

Date : \_\_\_\_\_

Signature: \_\_\_\_\_

Encls: *(Tick mark the documents attached)*

- ( ) 1. Details of sources from which financed / proposed to be financed ( \_\_\_\_\_ pages)
- ( ) 2. Approval of Competent Authority if the property was acquired through gift.
- ( ) 3. Copy of Invoice

Counter Signatures of Functional Head / Project In-charge

Name :

Designation :

Forwarded to HRM, Corporate Office

Approval of competent authority is sought for recording transaction regarding \_\_\_\_\_  
\_\_\_\_\_ submitted by the above employee.

Sr.Asstt./HRM

JGM/HRM

AGM/HRM

MD