**Annex-VIII**

**FORM - 1**

**Form for giving prior intimation or seeking previous sanction under Rule 18(2) in respect of immovable property (other than for building of or additions and alterations to a house)**

1. Name and designation of Government servant ......................................................................................................

2. Pay Band and Grade Pay .....................................................Present Emoluments. `. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Purpose of application-Sanction for transaction with the person having official dealing with the Govt. servant or prior intimation of transaction....................................................

4. Whether property is being acquired or disposed of ................................................................................................

5. Probable date of acquisition / disposal of property ................................................................................................

6. Mode of acquisition/disposal......................................................................................

7. (a) Full details about location, viz., Municipal No., Street/Village/Taluk/District and state in which situated .................................................................................................................................................

 (b) Description of the property, [in the case of cultivable land, dry or irrigated land] ...................................

 ..............................................................................................................................................................

 (c) Whether freehold or leasehold..............................................................................................................

 (d) Whether the applicant’s interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated)..............................................

 (e) In case the transaction is not exclusively in the name of the Government servant. Particulars of ownership and share of each member.....................................................................................................................

8. Sale/purchase price of the property (Market value in the case of gift)...........................................................

9. In cases of acquisition, source or sources from which financed/proposed to be financed -

 (a) Personal savings ............................................................

 (b) Other sources giving details ............................................................

10. In case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition?

 (A copy of the sanction/acknowledgement should be attached) ..........................................................................

11. (a) Name and address of the party with whom transaction is proposed to be made .........................................

 (b) Is the party related to the applicant? If so, state the relationship ..........................................................

 (c) Did the applicant have any dealings with the party in his oficial 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? (whether through any statutory body or a private agency through advertisement or through friends and relatives.

 Full particulars to be given) .................................................................................................................

12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS(Conduct) Rules, 1964

13. Any other relevant fact which the applicant may like to mention ...............................................................

**DECLARATION**

 I, ............................................................................................. hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from to the party whose name is mentioned in Item 11 above.

**OR**

 I, ....................................................................................., hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Submitted to ..................................................................................... Vigilance Department, Govt. of Mizoram.

 *(Through administrative Departtment)*

Station : Signature :

Date : Designation :

 NOTE 1 - In the above form, different portions may be used according to requirement.

 NOTE 2 - Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

**Annex-IX**

**FORM - 2**

**Form for giving intimation or seeking previous sanction under Rule 18(3) for transaction in respect of movable property.**

1. Name and designation of the Government servant ........................................................................................

2. Pay Band ............................................................................. Present Emoluments. `. ...............................

3. Purpose of application - Sanction for transaction in the case of transaction with the person having official dealing with the Govt. servant or intimation of transaction..............................................................

4. Whether property is being acquired or disposal of ........................................................................................

5. (a) Probable date of acquisition or disposal of property, in the case of transaction with the person having official dealing with the Govt. servant ...........................................................................................

 (b) If the property is already acquired/disposal of - Actual date of transaction ...............................................

6. (a) Description of the property (e.g. Car/Scooter/Motor Cycle/Refrigerator/Radio/Radiogram/ Jewellery/Loans/Insurance Policies etc. ....................................................................................................

 (b) Make, model (and also Registration No. in case of Vehicles), where necessary .........................................

7. Mode of acquisition/disposal (purchase/sale, gift, mortgage, lease or otherwise).............................................

8. Sale/purchase price of the property (Market value in the case of gifts)...........................................................

9. In case of acquisition, source or sources from which financed/proposed to be financed -

 (a) Personal savings : .......................................................

 (b) Other sources giving details : .......................................................

10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition.

 (A copy of the sanction/acknowledgement should be attached). ...................................................................

11. (a) Name and address of the party with whom transaction is proposed to be made/has been made

 .......................................................................................................................................................

 (b) Is the party related to the applicant? 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) Nature of official dealings with the party. ......................................................................................

 (e) How was the transaction arranged? (Whether through any statutory body or a private agency

 through advertisements or through friends and relatives. Full particulars to be given.).........................

12. In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the CCS (Conduct)

 Rules, 1964. ...............................................................................................................................................

13. Any other relevant fact which the applicant may like to mention. ...................................................................

**DECLARATION**

I, .........................................................................................................., hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in Item 11 above.

**OR**

I, .......................................................................................................... hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Submitted to ...................................................................................... Vigilance Department, Govt. of Mizoram.

 *(Through administrative Department)*

Station: .................................... Signature : ..............................................

Date : ...................................... Designation : .........................................

 NOTE 1 - In the above form, different portions may be used according to requirement.

 NOTE 2 - Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

**Annex-X**

**FORM - 3**

*(See Decision No.(4) below Rule 18)*

**Form of report/application for permission to the prescribed Authority for the building of or addition to a house.**

From : .............................................................................................................. Date .......................................

To : ...............................................................................................................

Sir,

 \* This is to report to you that I propose to build a house/to make an addition to my house.

or

 \* This is to request that permission may be granted to me for the building of a house/the addition to the house. The estimated cost of the land and materials for the construction/extension - is given below.

 **Land**

1. Location : ..........................................................................................................................................

 Survey, number : ..........................................................................................................................................

 Village : ..........................................................................................................................................

 District/State : ..........................................................................................................................................

2. Area of the land : ..........................................................................................................................................

3. Cost/value of the land : ..............................................................................................................................

4. Proposed type of building and specification :

 (a) Number of Basement floor and each floor area ..........................................................

 (b) Number of ground floor etc. and each floor area ........................................................

5. **Building materials etc.** Rate Quantity Cost

 (1) Bricks \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (2) Cement \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (3) Iron & Steel \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. ....................... (4) Sand \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (5) Stone aggregate \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (6) Building stone (Dressed) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (7) Timber \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (8) Sanitary Fittings \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (9) Electrical Fittings \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (10) Any other Special Fittings \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (11) Labour Charges \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 (12) Other Charges, if any \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ `. .......................

 **Total** `. .......................

 **Total cost of Land and Building** `. .......................

6. \*The Construction will be supervised by myself/The construction will be done by # ................................

 \* I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

 \* I have/had official dealings with the contractor and the nature of my dealings with him is/ was as under

 ....................................................................................................

7. The cost of the proposed construction will be financed as under—

 **Sources**  **Amount**

 (i) Own savings `. ................................................

 (ii) Loans/Advances with full details `. ................................................

 (iii) Other sources with details `. ................................................ Yours faithfully,

Note : \*Strike out the portions not applicable.

#Enter the name and place of business of the contractor.

 Signature

**Annex-XI**

**FORM - 4**

*(Referred to in Decision No.(2) below Rule 18)*

**Form of report to the prescribed authority after completion of the building/extension of a house**

From : Shri/Smt.................................................................. Designation...............................................

To : ............................................................................... Vigilance Department, Govt. of Mizoram,

 (*Through administrative Department*)

Sir,

 \* In my Letter No.........................................................dated........................., I had reported that I proposed to build a house.

 \* Permission was granted to me in Order No...............................date...................... for the building of a house.

The house has since been completed as per following specifications;

 (a) Type of building and specification. .........................................................................

 (b) No. of Basement floor completed under report and each floor area ...............................

 (c) No. of ground floor completed under report and each floor area ...................................

 I enclosed Valuation Report, duly certified by #.....................................................................

The cost of construction indicated in the Valuation Report was financed as under :-

 **Sources** **Amount**

 (i) Own savings `. ................................... (ii) Loans/Advances with full details `. ...................................

 **Total :** `. ...................................

 Yours faithfully,

 Date..................................... Signature

NOTE : 1. \*Strike out the portion not applicable. #A firm of Civil Engineers or Civil Engineer of repute.

 2. Variations, if any, between the figures given above and figures given in Form-3 may be explained suitably.

**VALUATION REPORT**

 I/We hereby certify that I/we have valued House constructed by Shri/Smt...............................................

..................................................................at the house site under Pass No..................................................... and also certify that the house...................basement floor(s) with total area of .......................Sq.metres and ..........................floor and.........................floor(s) with total area of.................Sq.metres and I/we give below the value at which I/We estimate the cost of the house under the following headings :

**Building materials/items of expenditure**  Quantity Rate Amount

 (1) Bricks \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (2) Cement \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (3) Iron & Steel \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ................... (4) Sand \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (5) Stone aggregate \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (6) Building stone (Dressed) \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (7) Timber \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (8) Sanitary Fittings \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (9) Electrical Fittings \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (10) Any other Special Fittings \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (11) Labour Charges \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

 (12) Other Charges, if any \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ `. ...................

**Total cost/value of the Building constructed under the report**  `. ...................

(Signature and Designation

of the Valuation Authority

**Annex-XII**

**FORM - 5**

**Form for giving intimation under Rule 18 (4) for transaction in shares, securities, debentures and investment in mutual fund schemes, etc**

1. Name and Designation \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
2. Scale of pay and present pay \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
3. Details of each transaction made in shares, securities, debentures

Mutual funds, schemes, etc., during the calendar year.

1. Particulars of the party, firm with e/whom transaction is made:……
2. Is party related to the applicant? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_
3. 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? \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

1. Source or sources from which financed \_\_
2. Personal savings \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
3. Other sources giving details \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
4. Any other relevant fact which applicant may like to mention

**DECLARATION**

I hereby declare that the particulars given above are true

Station : Signature:

Date: Designation: