

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

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Rc.No. 6910/97/K2,
Dated: 24-02-1997.

Office of the Pri.Chief Conservator of Forests,
Aranya Bhavan, A.P., Hyderabad.

Sri S.D.Mukherji, I.F.S.,
Pri.Chief Conservator of forests.

C I R C U L A R No.2/97/K.2

Sub:- A.P. Civil Services Conduct Rules, 1964 – Acquisition or disposal of movable and immovable properties – guidelines for seeking permission for acquisition of movable and immovable properties – Issued.

Ref:- 1) CCF's Circular No.7/70, dated 13-8-1970.
2) CCF's Circular No.14/82, dated 12-7-1982.
3) Pri.CCF's Rc.No.35751/88/K1, dated 2-11-1989 addressed to the CF Rajahmundry and copies to all C.Fs.
4) Pri.CCF's Ref.No.52215/94/K1(i), dated 21-9-1995.

It has been observed that inspite of specific and clear instructions issued time and again on the procedure to be followed whenever permission either to acquire or to dispose of the movable and immovable properties, is sought for representations of the subordinate staff are being forwarded to the ----- scrutiny in the light of the Rules enunciated under the A.P. Civil Services (Conduct) Rules, 1964, and instructions issued thereon in the references read above.

2. The question of streamlining the procedure for obtaining prior permission or making a report about transactions of property by the members of service has been considered once again. It has been decided that all requests for obtaining prior sanction and making intimation about the transactions in immovable and movable property shall be made in the enclosed proformae, Forms-I & II respectively.

3. Permission shall be sought/intimation be given in respect of each transaction separately.

4. Conservators of Forests are requested to bring these instructions to the notice of all the staff under their control forthwith.

5. The receipt of this Circular should be acknowledged on the form annexed below.

Sd/- S.D.Mukherji,
Pri.Chief Conservator of Forests

// true copy //

F O R M - I

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE (1) OF THE A.P.C.S.(CONDUCT) RULES 1964 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY.

1. Name and Designation
2. Scale of pay and present pay.
3. Purpose of application sanction for transaction/prior intimation of transaction.
4. Whether property is being acquired or disposed off.
5. Probable date of acquisition/disposal of property.

- 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 Govt. Servant, particulars of ownership and share of each member.
8. Sale/purchase price of the property (Market value in the case of gifts).
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 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.
 - 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 his 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 of APCS (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 permissions to acquire/dispose of property as described above from/to the party whose name is mentioned in item No.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.

Station:

Signature:

Date:

Designation.

- Note:-
1. In the above form, different portions may be used according to requirement.
 2. Where previous sanction is asked for, the applicant should be submitted at least 30 days before the proposed date of the transaction.
 3. Enclose attested copies of necessary documents in support of the information furnished.

// true copy//

FORM-II

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER
RULE 9(2) OF THE APCS (CONDUCT) RULES 1964 FOR TRANSACTION IN
RESPECT OF MOVABLE PROPERTY

1. Name of the Government Servant.
2. Scale of pay and present pay.
3. Purpose of application sanction for transaction/intimation of transaction.
4. Whether property is being acquired or disposed off.
5. a) Probable date of acquisition or disposal of property.
b) If the property is already acquired/ disposed of Actual date of transaction.
6. a) Description of the property (eg. 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 other-wise).
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. f) Name and address of the Party.
g) Is the party related to the applicant if so, state the relationship.
h) 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 his in the near future.
i) Nature of official dealings with the party.
j) 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 of APCS (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 permissions to acquire/dispose of property as described above from/to the party whose name is mentioned in item No.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.

Station:

Date:

Signature:

Designation.

Note:- 1. In the above form, different portions may be used according to requirement.
2. If the previous sanction is asked for, the applicant should be submitted at