

Form prescribed by the MTNL (Mahanagar Telephone Nigam Ltd.) for intimation/seeking sanction of the Competent Authority in respect of transaction/proposed transactions in Immovable/Movable property (Other than additions & alteration to a house) as required under Rule 16 of MTNL Conduct Discipline & Appeal Rules.

(While filling up this form, delete the words which are not applicable. Also give the appropriate answer to each question/item.)

1. Name of the employee :
(in block letters)
2. Date of joining Govt :
Service/MTNL
3. (a) Substantive Grade/Post :
(b) Substantive pay :
(c) Date of confirmation :
4. (a) Officiating Grade/Post held at :
present if any
(b) Date from which continuously :
offtg. in the present grade/post :
(c) Scale of pay :
(d) Present pay drawn :
5. Whether the application/intimation is in :
respect of acquisition/disposal of
property: & what is the nature of
property
6. If the property has already been :
acquired/disposed off, the actual date of
the transaction.
7. In the case of immovable property
(a) Full details about its location, :
viz. Municipal ND, Street,
Village, Taluk, Distt & State in
which situated
(b) Description of the property in :
the case of cultivated land, dry
or garden land.
(c) Whether Freehold/Leasehold :
(d) Whether the applicants' interest :
in the property is in full or in
part. (in case of partial interest
the extent of such interest must
be indicated)
(e) Mode of acquisition/disposal :
(purchase/sale/gift/mortgage
lease or otherwise)

8. In case of moveable property
 - (a) Description of the property :
(eg. Car/Scooter/Motorcycle/Refrigerator/Radiogram/Jewellery/Loan/Insurance Policies, etc) :
 - (b) Make model (& also registration No. in case of Vehicles) where necessary
9. Sale/Purchase price of the new property :
(Market value in the case of gifts)
10. In case of acquisition, source or sources :
from which finance/proposed to be financed
 - (a) Personal Saving
 - (b) Other sources giving details
11. 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)
12. (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 :
dealing with the party in his official capacity at any time, or is the applicant likely to have dealing with him in the near future? :
13. Was/is the transaction made/proposed :
to be made through a regular or reputed dealer? If so, full name & address of the dealer.
14. Any other relevant facts which the :
applicant may like to mention.

Declaration

Ihereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose off property as described above from/to the party whose name is mentioned in item 12 above or

Ihereby intimate the acquisition/disposal of property by means detailed above through the dealer whose address is furnished against item (13). I declare that the particulars given above are true.

Signature:
Designation & Staff No.....
Phone No.: