

FORM –A

[For Prior Sanction for entering into any transaction concerning any Immovable or Movable Property with a person or a firm having official dealings with the employee or his/her subordinate in compliance of Rule 16.0 (4) of SAIL CDA Rules, 1977]

Sl. No.	Particulars	To be filled by the employee
1.	Name of Employee (SAIL P. No....) Designation & Plant/Unit	:
2.	Scale of pay and present pay	:
3.	Type of Property	(a) Immovable Property (Fill Section 6A) (b) Movable Property (Fill Section 6B)
4.	Probable date of acquisition/disposal of property	:
5.	Nature of Transaction (Please tick the right option)	a) Acquisition by Purchase/Gift/ Mortgage/ Other mode* b) Disposal by Sale/Gift/ Mortgage/ Other mode* (*Other mode to be specified)
6.	Official Dealing with whom	a) with the employee b) with the subordinate (In case of subordinate(s), please also specify his/her Name, SAIL P. No., Designation)
6A	IN CASE OF IMMOVABLE PROPERTY	
(i)	Type of property (Please tick the right option)	a) Residential Land/Flat/House/Apartment b) Industrial land/Commercial Shop/Shed/Factory c) Any other (please specify)
(ii)	Complete Address of property including Plot/ Flat No./ Municipal No./ Street/ Village/ Taluk District and State, etc..	:
(iii)	In case of joint ownership/lease, please specify details and share of co-owners/co- leaseholders.	:
(iv)	Area of Property(Unit to be mentioned)	:

Signature of Employee with Date

6B IN CASE OF MOVABLE PROPERTY		
(i)	In case of Motor Vehicle, please specify the make, model, registration number. (Chassis & Engine number, if registration number is not available)	
(ii)	In case of any other movable property, relevant details: (for example: weight and material in case of Jewellery, relevant details in case of other items so as to establish the exact identity of the movable item)	
7.	Approximate Market Value of the property	
8.	Agreed Sale/Purchase price/any other consideration for the property.	:
9.	Estimated value of current Transaction	:
10.	Proposed source of Funding (in case of acquisition by any mode) (Details of lenders, if any /Rate of Interest and modalities/duration of loan repayment, etc. must also be specified).	Personal Savings=..... Loan=..... Any other (please specify)=..... Transaction in cash/kind, if any and details thereupon=.....
11.	Name and address of the part (ies) with whom transaction is proposed to be made.	:
12.	Details of any dealings with the party in his official capacity at any time in the past or is the applicant likely to have any dealings with him in the near future.	:
13.	Any other relevant fact which the applicant may like to mention.	:

Signature of Employee with Date

DECLARATION CUM UNDERTAKING

As part of FORM-A

[Under Rule 16.0 (4) of SAIL Conduct, Discipline and Appeal Rules, 1977]

I, (Name,Son/Daughter/Spouse of)hereby declare and undertake that

1. That I have carefully read and understood the applicable Rules & Provisions and the particulars given above from Sl. No. 1 to 13 are true to the best of my knowledge and belief.
2. That no material has been concealed/wrongly informed and the above information may be accepted in compliance of relevant provisions under Rule 16.0 (4) of the SAIL CDA Rules, 1977
3. That I may be given sanction for entering into the transaction on the basis of details provided by me at Sl.No. 1 to 13.
4. That I shall not enter into the proposed transaction before communication of the decision of the Competent Authority, for sanction or otherwise to me or 15-days from the date of this intimation, whichever is earlier.

Signature

Name & Designation of Employee
Place & Date

Forwarded by

Signature

Name & Designation of Reporting/Reviewing Officer
Place & Date

FORM –B

[For Prior intimation before acquiring or disposing of any immovable property either in his/her own name or in name of any member of his/her family; in compliance with Rule 16.0 (3) of SAIL CDA Rules, 1977]

Sl. No.	Particulars	To be filled by the employee
1.	Name of Employee (SAIL P.No. ...) Designation& Plant/Unit	:
2.	Scale of pay and present pay	:
3.	Acquisition or Disposable of immovable property.	a) Own name. b) In the name of any member of family.
4.	Probable date of acquisition/disposal of property	:
5.	Nature of Transaction (Please tick the right option)	a) Acquisition by Purchase/Gift/ Mortgage/ Other mode* b) Disposal by Sale/Gift/ Mortgage/ Other mode* (*Other mode to be specified)
6.	Type of property (Please tick the right option)	a) Residential Land/Flat/House/Apartment b) Industrial land/Commercial Shop/Shed/Factory. c) Construction on land. d) Any other (please specify)
7.	Complete Address of property including Plot/Flat No./Municipal No./Street /Village/Taluk District and State, etc..	:
8.	In case of joint ownership/lease, please specify details of co-owners/co-leaseholders	:
9.	Approximate Market Value of the property	
10.	Area of Property(Unit to be mentioned)	
11.	Agreed Sale/Purchase price/any other consideration for the property.	:
12.	Proposed source of Funding (in case of acquisition by any mode) (Details of lenders, if any /Rate of Interest and modalities/duration of loan repayment, etc. must also be specified).	Personal Savings=..... Loan=..... Any other (please specify)=..... Transaction in cash/kind, if any and details thereupon=.....
13.	Name and address of the part (ies) with whom transaction is proposed to be made	
14.	Any other relevant fact which the applicant may like to mention	

Signature of Employee with Date

DECLARATION CUM UNDERTAKING

As part of FORM-B

[Under Rule 16.0 (3) of SAIL Conduct, Discipline and Appeal Rules, 1977]

I, (Name,Son/Daughter/Spouse of) hereby declare and undertake that

1. That I have carefully read and understood the applicable Rules & Provisions and the particulars given above from Sl. No. 1 to 14 are true to the best of my knowledge and belief.
2. That no material has been concealed/ wrongly informed and the above information may be accepted in compliance of relevant provisions under Rule 16.0 (3) of the SAIL CDA Rules, 1977.
3. That I hereby intimate that I intend to enter into the transaction for acquiring/disposing the immovable property as per details provided by me at Sl.No. 1 to 14.
4. That I declare that the proposed transaction does not get covered under Rule 16.0(4) of the SAIL CDA Rules,1977 and thus does not require me to fill and submit Form-A.
5. That I shall not enter into the proposed transaction before expiry of 15-days from the date of this intimation.

Signature

Name & Designation of Employee
Place & Date

Forwarded by

Signature

Name & Designation of Reporting/Reviewing Officer
Place & Date

FORM –C

[For reporting transactions concerning movable property owned or held by the employee in his/her own name or family in compliance of Rule 16.0 (5) of SAIL CDA Rules, 1977]

Sl. No	Particulars	To be filled by the employee
1.	Name of Employee (SAIL P.No. ...) Designation & Plant/Unit	:
2.	Scale of pay and present pay	:
3.	Acquisition or Disposal of movable property	a) Own Name b) In the name of any member of family.
4.	Actual date of acquisition/disposal of property	:
5.	Nature of Transaction (Please tick the right option)	a) Acquisition by Purchase/Gift/ Mortgage/ Other mode* b) Disposal by Sale/Gift/ Mortgage/ Other mode* (*Other mode to be specified)
6.	Type of property a) In case of Motor Vehicle, please specify the make, model, registration number. (Chassis & Engine number, if registration number is not available) b) In case of any other movable property, relevant details: (for example: weight and material in case of Jewellery, relevant details in case of other items so as to establish the exact identity of the movable item)	:
7.	Approximate Market Value of the property	:
8.	Value of Actual transaction till date	:
9.	Name and address of the part (ies) with whom transaction is proposed to be made.	:
10.	Any other relevant fact which the applicant may like to mention.	:

Note: Intimation shall be given within one month w.r.t every transaction concerning movable property.

Signature of Employee with Date

DECLARATION CUM UNDERTAKING

As part of FORM-C

[Under Clause 16.0 (5) of SAIL Conduct, Discipline and Appeal Rules, 1977]

I, (Name,Son/Daughter/Spouse of) hereby declare and undertake that

1. That I have carefully read and understood the applicable Rules & Provisions and the particulars given above from Sl. No. 1 to 10 are true to the best of my knowledge and belief.
2. That no material has been concealed/ wrongly informed and the above information may be accepted in compliance of relevant provisions under Rule 16.0 (5) of the SAIL CDA Rules, 1977.
3. That I hereby intimate that I made the transaction for acquiring/disposing the movable property as per details provided by me at Sl.No. 1 to 10
4. That I declare that the proposed transaction does not get covered under Rule 16.0(4) of the SAIL CDA Rules,1977 and thus does not require me to fill and submit Form-A.

Signature

Name & Designation of Employee
Place & Date

Forwarded by

Signature

Name & Designation of Reporting/Reviewing Officer
Place & Date