

CHECKLIST FOR MOVEABLE PROPERTY

1	NAME, DESGN. AND STAFF NO.	
2.	Forwarded/Recommended By	
3.	Description of the property	
4.	Whether applied in prescribed proforma	
5.	Whether acquired or disposed	
6.	If acquired, date of transaction	
7.	Total cost of the property	
8.	Details of finance	
9.	Documents required	
	A. Latest pay slip	
	B. Proforma Invoice	
	C. Receipts of shares	
	D. Documentary proof for personal savings, if any.	
	E. Documentary proof regarding loan, if taken from any other source.	
10	Name of the authorized dealer and address	
11	Details of deductions towards loan and advances	
12	Whether the total of loans and advances is exceeding the 50% limit or not	

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CHECK SHEET FOR IMMOVEABLE PROPERTY

1.	NAME, DESGN. AND STAFF NO.	
2.	Forwarded/Recommended By	
3.	Description of the property and address	
4.	Whether applied in prescribed proforma	
5.	Whether acquired or disposed	
6.	If acquired, date of transaction	
7.	Total cost of the property	
8.	Details of finance	
9.	Documents required	
10.	A Sale Deed/Registration/Agreement	
	B Allotment letter, if purchased through any Housing Society	
	C Paid payment to society	
	D Receipt for earnest money.	
11.	E Documentary proof regarding loan, if taken from any other source.	
	F Documentary proof for personal savings, if any.	
12.	Details of the party from which the property has been/to be acquired.	
13.	Whether prior permission has been acquired for acquisition of the property, which is being disposed off.	
14.	In case of disposal, Details of the party	

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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)
 - (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.: