

Requirements to be furnished by the Judicial Officers/Software Technicians/Chief Administrative Officers for seeking various permission (English version of all documents)

I. Particulars for purchase of car:-

1. Proforma Invoice/Quotation of the said vehicle.
2. Sources and proof of the sources, for the purchase of the said vehicle.
3. Declaration of the Officer with regard to any official dealings with the dealer.
4. Self attested latest Pay Slip/Salary Certificate.
5. One year Bank statement.

II. Particulars for purchase of 2nd Hand Car.

1. RC Book of the vehicle which is to be purchased, standing in the name of the vendor.
2. Vendor's consent letter and address by mentioning the consideration amount for the same.
3. Declaration of the Officer and Vendor with regard to any official dealings.
4. Source and Proof of the sources for purchase of the said vehicle.
5. Self attested latest Pay Slip/ Salary Certificate.
6. Present market value of the said car.
7. One year Bank statement.

III. Particulars for selling of car:

1. RC Book of the car standing in his/her name
2. Consent letter of the purchaser by mentioning the sale consideration amount
3. Declaration of the Officer with regard to any official dealings with the purchaser.
4. Reasons for selling the car.
5. Whether he/she has obtained permission for purchase of said car or he/she has declared the same in his/her previous Assets and Liabilities Statement.
6. Present market value of the said car.

IV. Particulars for gifting of two wheeler/four wheeler:-

1. RC Book of the two wheeler/car standing in his/her name
2. Reasons for gifting of two wheeler/four wheeler.
3. Whether he/she has obtained permission for purchase of said car or he/she has declared the same in his/her previous Assets and Liabilities Statement.
4. Present market value of the said two wheeler/four wheeler.

V. Particulars for accepting gift of vehicles:-

1. Consent letter of the Donor.
2. RC Book of the vehicle standing in the name of donor.
3. Reasons for gifting of vehicle.
4. Present market value of the said vehicle.
5. Declaration of the Officer and Donor with regard to any official dealings.
6. List of family members and their consent of the Donor.

VI. Particulars for purchase of site:-

1. Sale Agreement
2. Sale deed of the proposed property standing in the name of vendor and upto date tax paid receipt, E.C and khatha certificate.
3. Approved layout plan, indicating the proposed property to be purchased.
4. Declaration of the Officer with regard to any official dealings, with Vendor and Bank.
5. Specification of the measurement of the property to be purchased.
6. Sources and proof of the sources, to meet the expenditure for the purchase of the said site, including stamp duty and Registration charges.
7. Consent letter of the society/Banks by mentioning loan amount and EMI towards the same, in case of availing loan.

8. Information/Status with regard to any loans availed earlier from the Banks/Societies, if any, then EMI paid towards the same.
9. Self attested latest Pay Slip/ Salary Certificate.
10. Valuation report as on the date of agreement and documentary proof from competent authority of Government i.e., Sub Registrar.
11. One year Bank statement.

VII. Particulars for sale of Site:-

1. Sale deed of the proposed property standing in the name of vendor and upto date tax paid receipt, E.C and khatha certificate.
2. Consent letter/Sale Agreement of the proposed property in favour of the purchaser.
3. Declaration of the purchaser with regard to any official dealings with the Officer.
4. Purpose for selling site.
5. Agreed Sale price.
6. Whether he/she has declared the aforesaid site in his/her previous Assets and Liabilities statement.
7. Valuation report as on the date of agreement and documentary proof from competent authority of Government i.e., Sub Registrar.

VIII. Particulars for purchase of House/Flat :-

1. Sale Agreement.
2. Sale deed of the proposed property standing in the name of vendor and upto date tax paid receipt, E.C and khatha certificate.
3. Source and Proof of the sources to purchase the proposed house property including stamp duty and Registration charges.
4. Consent letter from Financial Institutions/Society/Banks in case availing loan.
5. Information/Status with regard to any loans availed from the Banks/Societies, if any, then EMI paid towards the same.
6. Declaration of the Officer and Vendor with regard to any official dealings and also with the Bank, in case of availing loan.
7. Self attested Latest Pay Slip/ Salary Certificate.
8. Valuation report as on the date of agreement and documentary proof from competent authority of Government i.e., Sub Registrar.
9. One year Bank statement.
10. Copy of the building plan.

IX. Particulars for sale of House/Flat:-

1. Consent letter/Sale Agreement of the intended purchaser by mentioning sale consideration amount.
2. Sale Deed of the proposed property, upto date tax paid receipt, E.C and khatha certificate standing in the name of the Officer.
3. Declaration of the Officer and intended purchaser with regard to any official dealings.
4. Specification with regard to availment of permission from this office to purchase the proposed property which is intended to be sold or declaration made in Assets and Liabilities Statement, if acquired before joining the service.
5. Purpose for selling said house/flat.
6. Agreed sale price.
7. Valuation report as on the date of agreement and documentary proof from competent authority of Government i.e., Sub Registrar.

X. Particulars for construction of House:-

1. Sale Deed of the property upto date tax paid receipt, E.C and khatha certificate standing in name of the Officer, in which the proposed house is to be constructed.
2. Building Construction License.
3. Approved Building Plan.

4. Estimation to be prepared by Engineer with registered seal and signature.
5. Source and Proof of the sources to meet the estimated cost of construction.
6. Consent letter from Financial Institutions Society/ Bank/ by mentioning loan amount and EMI towards the same incase of availing loan.
7. Information/Status with regard to any loans availed from the Banks/Societies, if any, then EMI paid towards the same.
8. Declaration of the Officer with regard to any official dealings with Engineer and Bank.
9. Self attested latest Pay Slip/ Salary Certificate.
10. One year Bank statement.

XI. Particulars for Gifting immovable property:-

1. Consent letter of the Donee.
2. Sale deed of the property, upto date tax paid receipt, E.C and khatha certificate which is to be gifted standing in the name of the Donor.
3. Source and proof for having purchased the property to be gifted.
4. Declaration of the Officer and Donee with regard to any official dealings.
5. List of family members of Donor and their consent letter.
6. Reasons as to why Donor intends to gift.

7. Proposed draft gift deed.
8. Valuation report as on the date of proposal and documentary proof from competent authority of Government i.e., Sub Registrar.
9. Whether the donor has declared the said property in his/her Assets and Liabilities statement.

XII. Particulars for accepting the Gift of Immovable property:-

1. Consent letter of the Donor.
2. Sale deed of the property, upto date tax paid receipt, E.C and khatha certificate standing in the name of the Donor which is to be gifted.
3. Source and proof for having purchased the property to be gifted.
4. Declaration of the Officer and Donor with regard to any official dealings.
5. List of family members and their consent of the Donor.
6. Reasons as to why Donor intends to gift.
7. Proposed draft gift deed.
8. Valuation report as on the date of agreement and documentary proof from competent authority of Government i.e., Sub Registrar.

XIII. Particulars for giving financial assistance:-

1. Declaration of the Officer, to the effect that the amount to be given is returnable or not and with interest or without interest.

2. Source and Proof for the Source of the amount which is to be given.
3. Consent letter from the person receiving financial assistance.
4. One year Bank statement.

XIV. Particulars for Lending Loan:-

1. Declaration of the Officer.
2. Source and Proof for the Source of the amount which is to be given.
3. Consent letter from loan borrower.
4. One year Bank statement

XV. Particulars for obtaining Hand Loan:-

1. Consent letter of the loan provider by mentioning the loan amount.
2. Source and Proof of the Source of the loan provider.
3. Declaration of the Officer and loan provider with regard to any official dealings.
4. Self attested latest Pay Slip/ Salary Certificate.
5. Purpose for availing hand loan.

XVI. Particulars to prosecute LL.M. Course/Ph.D/Higher Education:-

1. To mention the University name.
2. Recent copy of prospectus
3. Source & Proof for meeting the fee structure.

4. Declaration that prosecuting of LL.M. Course/Ph.D/Higher Education would not affect official duties, as required under General Circular No.1/08 dated 18/01/2008.
5. To mention the subject in which the Officer is intending to prosecute LL.M. Course/Ph.D/Higher Education.

General Instructions:

1. Necessary documents to be furnished for supporting the above particulars.
2. In peculiar facts of the case, additional information/ documents can be always called for by the Registry.

Sd/-

Registrar (Vigilance)
High Court of Karnataka,
Bengaluru.