

Prior Permission before Purchase/ Sell of Movable/ Immovable Property

Government of West Bengal
Public Works Department
General Branch

No. 551-G/5M-94/2013, Date:- 27.08.13

ORDER

It appears that a good number of officers and staff under the department purchase/sell immovable/movable property without taking prior permission of the Government, which is obligatory under rule 5(2) of [West Bengal Services \(Duties, Rights and Obligation of the Govt. Employee\) Rules 1980](#). Again it is noticed that in absense of specific guidelines in this respect often applications are received at this end without all necessary documents, which are required to be supplied by the employees/Officers concerned for getting permission for such transaction. As a result the procedure for according permission or denying it gets delayed in respect of incomplete application(s).

Under the circumstances, after careful consideration of the fact the department have decided to make a specific format of application which are required to be submitted by the applicant, through proper channel after duly filling in, to the appointing authority for seeking previous sanction under rule 5(2) of West Bengal Services (Duties, Rights and Obligation of the Govt. Employee) Rule 1980 for acquisition/disposal of movable/immovable property by lease/mortgage/sell/gift or otherwise.

Accordingly, all the engineering officers under the control of this department are requested to circulate the format, enclosed herewith, among all the employees under their control for strict compliance.

This order takes immediate effect.

Sd/- Deputy Secretary – I
Public Works Deptt.

Enclosure: [Application Format](#)