



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत  
**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत

SVNIT

No. E/Reg.Off./166\ /2022-23

Date: 28.12.2022

**NOTICE**

**Subject: Submission of Immovable property Return by the employees of autonomous and subordinate institute / organizations in the Ministry of HRD.**

In order to comply with the guidelines of the Ministry of Education, Govt. of India (letter No.C19011/7/2017-Vig dated 06.01.2021) all Group A, B and C employees and the faculty members are requested to submit Annual Property Returns for the year ending **December, 2022**, on top priority basis.

Filled up return must be submitted to Dy. Registrar (Establishment) on or before **31<sup>st</sup> January 2023** positively.

Employees including, faculty members, who fail to submit their Property Return by the due date would be denied Vigilance clearance in addition to liable for action under Conduct Rules applicable to them.

In this regard it is also informed to all concerned to submit intimation or seek previous sanction under Rule 18(2) and 18(3) of Conduct Rules from the Competent Authority in prescribed form whenever any Immovable and Movable property is transacted beyond the permissible limit.

*Rai lu*  
28.12.2022  
REGISTRAR

- Encl.: 1. Property Return Proforma (Immovable property)  
2. Property Return Proforma (Movable property)  
3. Form for giving intimation or seeking previous sanction under Rule 18(2) for transaction in respect of Immovable Property  
4. Form for giving intimation or seeking previous sanction under Rule 18(2) for transaction in respect of Movable Property

To: All employees – thorough email

- CC: 1. Director/ Registrar  
2. Prof. J. N. Patel, CVO.  
3. All Deans/ Head of the Deptt./ Section  
4. All Faculty In-Charges / All Officer In-Charges  
5. Dy. Registrar (Estt.)/ (Acad.) / (A/cs) /All Assistant Registrar  
6. Faculty In-Charge, Computer Centre to publish the above notice the link "Announcements" as well as "Annual Property Return" on the Home Page.  
7. Annual Property Return File  
8. Dispatch Section



# SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

## Statement of Immovable Property

To be submitted in duplicate: On present appointment/for the calendar year ended on 31<sup>st</sup> Dec. 2022

Name (in full): \_\_\_\_\_ Date of joining in SVNIT: \_\_\_\_\_  
Present post held: \_\_\_\_\_ Department: \_\_\_\_\_  
Employee code No. \_\_\_\_\_ Section: \_\_\_\_\_  
Present basic pay \_\_\_\_\_ Pay Scale: \_\_\_\_\_ Pay Level: \_\_\_\_\_ Category: \_\_\_\_\_

Name of District, Sub-division Taluk Sand village in which property is situated	Name and details of property		Value of the property at the time of acquiring and date of acquisition	Present Value	If not in own name, state name held and his relationship with employee	How acquired whether by purchase, mortgage, inheritance, gift or other with details of persons from whom acquired	Source(s) of finance	Annual income from the property	Remarks particulars regarding sanction obtained or reports made in respect of purchase, gist or otherwise with reference no. and date, if any	Details of sale of property, if any; date, amount and to whom
	House and other buildings	Land								
1	2	3	4	5	6	7	8	9	10	11

Signature: \_\_\_\_\_ dated \_\_\_\_\_

- Column 4: Value of property to be shown item wise in cases such as –
  - Where the property has been acquired by purchase, mortgage, lease, the price of premium paid for such acquisition.
  - Where it has been acquired by lease, the total annual rent.
  - Where the acquisition is by inheritance, gift, exchange, the approximate value of the property so acquired.
- Column 5 – In case where it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicating.
- Column 6 – Property held in name of other members of family as defined in CDA rules may please also be reflected here.



# SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

## Statement of Movable Property

To be submitted in duplicate: On present appointment/for the calendar year ended on 31<sup>st</sup> Dec. 2022

Name (in full): \_\_\_\_\_ Date of joining in SVNIT: \_\_\_\_\_

Present post held: \_\_\_\_\_ Department: \_\_\_\_\_

Employees code No. \_\_\_\_\_ Section: \_\_\_\_\_

Present basic pay \_\_\_\_\_ Pay Scale: \_\_\_\_\_ Pay Level: \_\_\_\_\_ Category: \_\_\_\_\_

SI No.	Description of item	Price or value at the time of acquisition and/or the initial payment made up to the date of return as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name held and his relationship with employee	How acquired with approximate date of acquisition	Remarks

Note:

- In this form information may be given regarding items like  
(a) Jewellery owned by him/her (total value) (b) silver and other precious metals and precious stone owned by him/her not forming part of Jewellery (total value); (c) motor cars (ii) scooters/ motor cycles; (iii) Refrigeration/air conditioners (iv) radios/radio grams/television sets and other articles, the value of which individually should be "two months" basic pay of employees (Group A, B and C). (d) value of items of movable property individually worth less than "two months" basic pay other than articles of daily use as such cloths, utensils, books, crockery, etc. added together as lumpsum.
- In column 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise
- In column 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.

Signature with Date



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**

**FORM-1**

Form for giving prior intimation or seeking previous sanction under Rule 18 (2) of the CCS (Conduct) Rules, 1964 for transaction in respect of immovable property.

(Please read the instructions before filing up the form)

1. Name of the Government servant \_\_\_\_\_  
(a) Designation: \_\_\_\_\_  
(b) Service to which belongs: \_\_\_\_\_  
(c) Employee No./ Code No.: \_\_\_\_\_
2. Scale of Pay and present pay: \_\_\_\_\_
3. Purpose of application: @ \_\_\_\_\_
4. Whether property is being acquired or disposed of: \_\_\_\_\_
5. Probable date of acquisition/disposal of property: \_\_\_\_\_
6. (a) Mode of acquisition <sup>β</sup> \_\_\_\_\_  
(b) Mode of disposal <sup>β</sup> \_\_\_\_\_
7. Description of Property.

Full details about location \$	Description of Property. <sup>ψ</sup>	Whether freehold or leasehold.	Whether applicant's interest in the property is in full or part. <sup>α</sup>	Ownership of the property.*	Sale/ purchase price of the property.#
(a)	(b)	(c)	(d)	(e)	(f)

8. In case of acquisition, source or sources from which financed/ proposed to be financed. <sup>Ω</sup> \_\_\_\_\_
9. In the case of disposal of property, was requisite sanction/intimation obtained/given for 1<sup>st</sup> acquisition (A copy of the sanction/acknowledgement should be attached): \_\_\_\_\_

10. Details of the Parties with whom transaction is proposed to be made:

Name and address of the party with whom transaction is proposed to be made.	Is the party related to the applicant? If so, state the relationship.	Did the applicant have any official dealing with the parties? €	How was the transaction arranged? ®
(a)	(b)	(c)	(d)

11. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? ª

12. Any other relevant fact which the applicant may like to mention.....

DECLARATION

I ..... hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I, ..... hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station

: Date:

Signature:

Name:

Designation:

Instructions to follow while filling up the above form:

1.

Symbol s	Sl. No./ Field no.	Instruction s
@	3.	Purpose of application: sanction for transaction or prior intimation of transaction.
b	6.(a) and 6.(b)	Mode of acquisition/ disposal: whether Purchase/ sale/ Gift/ Mortgage/ Lease or otherwise should be mentioned.
\$	7(a)	Full details about location viz. Municipal No., Street/Village, Taluk, District and State in which the property situated.
ψ	7(b)	Type of Property: Housing and other buildings or Lands.
&	7(d)	Whether applicant's interest in the property is in full or part, in case of partial interest, extent of such interest must be indicated.
*	7(e)	Ownership of the property. in case transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member may be given.
#	7(f)	Sale/ purchase price of the property (Market value in the case of gifts)
Ω	8.	In case of acquisition, Source or sources from which proposed to Financed:- (a) Personal Savings or (b) other sources giving details.
€	10(c)	Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? Write the answer in YES or NO. If yes, full details should be given
®	10(d)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives). Full particulars to be given.
α	11	Write the answer' in YES or NO.

2. In the above form, different portions may be used according to requirement.

3. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**

**FORM-II**

Form for giving intimation or seeking previous sanction under Rule 18 (3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property.

(Please read the instructions before filing up the form)

1. Name of the Government Servant \_\_\_\_\_  
(a) Designation: \_\_\_\_\_  
(b) Service to which belongs: \_\_\_\_\_  
(c) Employee No./ Code No.: \_\_\_\_\_
2. Scale of Pay and present pay: \_\_\_\_\_
3. Purpose of application: @ \_\_\_\_\_
4. Description of Movable Property

Acquisition or disposal	Date of acquisition or disposal §	Details of Property or disposal	Mode of acquisition or disposal ©	Whether the applicant's interest in the property is in full or part. &	Ownership of the Property *	Sale/ purchase price of the Property Ψ
(a)	(b)	(c)	(d)	(e)	(f)	(g)

5. In case of acquisition. source or sources from which financed/ proposed to be financed. <sup>α</sup> \_\_\_\_\_
6. 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). \_\_\_\_\_
7. Details of the Parties with whom transaction is proposed to be made/ has been made:

Name and address of the parties.	Is the party related to the applicant? If so, state the relationship.	Did the applicant have any official dealing With the parties? €	Nature of official dealing 1th the party	How was the transaction Arranged? ®
(a)	(b)	(c)	(d)	(e)





Instructions to follow while filling up the above form:

1.

Symbols	Sl. No./ Field no.	Instructions
@	3.	Purpose of application: Sanction for transaction or prior intimation of transaction.
\$	4(c)	(a) Movable property as per the Rule 18 of the CCS (Conduct) Rules. 1964 (b) Make, model and also registration No. in case of vehicle
c	4(d)	Mode of acquisition/ disposal- purchase/ sale/ gift/ mortgage/ lease or otherwise.
&	4(e)	Whether applicant's interest in the property is in full or part, In case of partial interest, the extent of such interest must be indicated.
*	4(f)	Ownership of the property, in case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member may be given.
ψ	4(g)	Sale/ purchase price of the property (Market value in the case of gifts)
Ω	5.	Source or sources from which financed/ proposed to financed:- (a) Personal Savings or (b) other sources giving details.
€	7(c)	Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? Write the answer in YES or NO. If yes, full details should be given
®	7(e)	Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given
α	8	Write the answer in YES or NO.

2. In the above form, different portions may be used according to requirement.
3. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.