



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY SURAT – 395 007, GUJARAT

APPLICATION FORM FOR THE ALLOTMENT OF RESIDENTIAL ACCOMMODATION FROM THE GENERAL POOL

TO BE FILLED BY THE APPLICANT

Please follow instructions given at the end of this form before filling the form. Incomplete Application will not be accepted / processed.

1	Full Name of the Applicant (in Block Letter)	:	
2	Designation and Employee Code	:	
3	Name of the Department/ Section/ Office	:	
4	Contact Number / E-Mail ID	:	
5	Date of Birth	:	
6	Marital Status	:	
7	Category of the employee	:	General / SC / ST / Differently Abled
8	Whether the Applicant was debarred from allotment of Institute's residence?	:	Yes / No _____
9	Whether the Applicant entitled for Rent Free Accommodation?	:	Yes / No _____
10	Present Accommodation	:	
11	Permanent Residential Address	:	
12	Basic Pay with Grade Pay (for 6 CPC) / Pay Matrix Level with Present Basic Pay (for 7 CPC)	:	Pay Level: _____ Basic Pay: _____
13	Date of Joining in service at SVNIT Surat	:	
	a) In the present position	:	
13	b) First Joining at SVNIT Surat (If, the present position is different than earlier position)	:	
		:	
14	Date of Retirement on Superannuation	:	
15	Please state, if spouse is employed in SVNIT Surat. If yes, please provide	:	Yes/No _____
	a) Name of the Spouse:	:	
	b) Designation of the Spouse:	:	
	c) Department/Center/Office:	:	Yes/No _____
	d) Accommodation Provided by SVNIT Surat	:	
16	Indicate Preference of Quarters you are applying	:	(i)_____ (ii)_____ (iii)_____ (iv)_____ (v)_____ (vi)_____ (vii)_____ (viii)_____ (ix)_____ (x)_____ (xi)_____ (xii)_____

(Please attach relevant documents in proof of Serial no. 9, 12, & 13)

UNDERTAKING BY THE APPLICANT

- a) I do hereby declare that I shall abide by the “Residential Accommodation Allotment Regulations” of the Institute, on allotment of the residential accommodation to me.
- b) I declare that the above details entered in this form are true and correct and if found incorrect at any stage even after allotment of quarter, the allotted quarter may be cancelled. I also undertake that if a quarter is allotted to me then I shall accept the quarter in its present condition and shall shift to the newly allotted quarter within 3 weeks from the date of allocation, failing which the allotted quarter may be cancelled.
- c) I am aware of the penalties, which can be imposed in the event of the refusal of allotment of accommodation of entitled type or furnishing of false information, subletting / Misuse of the premise under the Residential Accommodation Allotment Regulations *ibid*.
- d) If the entitled accommodation as per my Pay Matrix Level is not available, I shall accept/ not accept residential accommodation, which is lower/higher than my entitlement.

Date

Signature of the Applicant

(Countersigned by the Head/ In-charge)

Signature of the HoD / HoS

(To be filled in by the Establishment Office)

- 1. Date of Continuous Employment of the Applicant in the Institute :
- 2. Present Level in Pay Matrix / Grade Pay(6 CPC) :
- 3. Present Basic Pay :

- a) Certified that the Information under Sl. No. 1-12 mentioned by the applicant in his application are verified from the Service Book and are found to be correct/incorrect.
- b) Certified that the applicant has not been debarred from the allotment of the General Pool Accommodation.
- c) Certified that the applicant is entitled / not entitled for rent free accommodation

Dealing Assistant

Deputy Registrar (Establishment)

(Decision of the House Allotment Committee)

Allotted.....Type.....Quarter Number.....Waitlist Number.....



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY SURAT – 395 007, GUJARAT

APPLICATION FORM FOR THE CHANGE OF RESEDENTIAL ACCOMMODATION FROM THE GENERAL POOL

TO BE FILLED BY THE APPLICANT

Please follow instructions given at the end of this form before filling the form. Incomplete Application will not be accepted / processed. **Filled-in application is to be submitted to the Establishment Section.**

1	Full Name of the Applicant (in Block Letter)	:	
2	Designation and Employee Code	:	
3	Name of the Department/ Section/ Office	:	
4	Contact Number / E-Mail ID	:	
5	Date of Birth	:	
6	Marital Status	:	
7	Category of the employee	:	General/SC/ST/Differently Abled
8	Whether the Applicant was debarred from allotment of Institute's residence?	:	Yes / No _____
9	Whether the Applicant entitled for Rent Free Accommodation?	:	Yes / No _____
10	Present Accommodation Details a. Present Quarter Number: b. Date of Allotment for Present Quarter	: :	
11	Reason for Change/Shifting of Present Quarter	:	
12	Basic Pay with Grade Pay (for 6 CPC) / Pay Matrix Level with Present Basic Pay (for 7 CPC)	:	
13	Date of Joining in service at SVNIT Surat	:	
	c) In the present position	:	
	d) First Joining at SVNIT Surat (If, the present position is different than earlier position)	:	
14	Date of Retirement on Superannuation	:	
15	Please state, if spouse is employed in SVNIT Surat. If yes, please provide	:	Yes/No _____
	e) Name of the Spouse: f) Designation of the Spouse: g) Department/Center/Office: h) Accommodation Provided by SVNIT Surat	: : : :	Yes/No _____
16	Indicate Preference of Quarters you are applying	:	(i)_____ (ii)_____ (iii)_____ (iv)_____ (v)_____ (vi)_____ (vii)_____ (viii)_____ (ix)_____ (x)_____ (xi)_____ (xii)_____

(Please attach relevant documents in proof of Serial no. 9, 12, & 13)

UNDERTAKING BY THE APPLICANT

- e) I do hereby declare that I shall abide by the “Residential Accommodation Allotment Regulations” of the Institute, on allotment of the residential accommodation to me.
- f) I declare that the above details entered in this form are true and correct and if found incorrect at any stage even after allotment of quarter, the allotted quarter may be cancelled. I also undertake that if a quarter is allotted to me then I shall accept the quarter in its present condition and shall shift to the newly allotted quarter within 3 weeks from the date of allocation, failing which the allotted quarter may be cancelled.
- g) I am aware of the penalties, which can be imposed in the event of the refusal of allotment of accommodation of entitled type or furnishing of false information, subletting / Misuse of the premise under the Residential Accommodation Allotment Regulations *ibid*.
- h) If the entitled accommodation as per my Pay Matrix Level is not available, I shall accept/ not accept residential accommodation, which is lower/higher than my entitlement.

Date

Signature of the Applicant

(Countersigned by the Head/ In-charge)

Signature of the HoD / HoS

(To be filled in by the Establishment Office)

- 1. Date of Continuous Employment of the Applicant in the Institute :
- 2. Present Level in Pay Matrix / Grade Pay (6 CPC) :
- 3. Present Basic Pay :

- a) Certified that the Information under Sl. No. 1-15 mentioned by the applicant in his application are verified from the Service Book and are found to be correct/incorrect.
- b) Certified that the applicant has not been debarred from the allotment of the General Pool Accommodation.
- c) Certified that the applicant is entitled / not entitled for rent free accommodation

Dealing Assistant

Deputy Registrar (Establishment)

(Decision of the House Allotment Committee)

Allotted.....Type.....Quarter Number.....Waitlist Number.....



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF
TECHNOLOGY SURAT – 395 007, GUJARAT**

**UNDERTAKING TO BE GIVEN BY THE ALLOTTEE BEFORE OCCUPYING THE
RESIDENTIAL ACCOMMODATION OF THE INSTITUTE**

(Duplicate copy; One copy will be retained by the allottee and other copy will be kept at Estate Office of the Institute for record)

- 1) I designation
..... Department / Center / Office
..... have occupied the Residential Quarter No
allotted to me vide office order No dated on
- 2) I do hereby declare that I shall abide by the “Residential Accommodation Allotment Regulations” of the Institute.
- 3) I shall pay license fee, electrical charges and other charges at the rates and in a manner as may be decided by the Institute from time to time.
- 4) I have found the electrical, sanitary and other items (list in below) in order in the Quarter allotted to me and the quarter is found in neat and clean condition.
- 5) I understand that the Quarter belongs to the Institute and my occupancy shall not entitle me the right to ownership of the said quarter.
- 6) I shall pay the damage charge which is beyond natural wear and tear to the items/services provided in the accommodation, as deem fit by the Institute.

List of Items available in the Quarter Number.....

Serial No.	Particulars	Quantity	Remarks
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

I shall hand over the Accommodation/Quarter in neat and clean conditions and above mentioned items to the Sr. Executive Engineer, Estate during the surrender of the accommodation or otherwise will pay damage charge as deem fit by the Institute.

Signature and Seal of the Sr. Executive Engineer

Estate Section, SVNIT Surat

Date _____

Signature of the Allottee

Department

Date _____