



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 ^β _____
(b) Mode of disposal ^β _____
7. Description of Property

Full details about location \$	Description of Property. ψ	Whether freehold or leasehold.	Whether applicant's interest in the property is in full or part. &	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.
_____ Ω _____
9. In the case of disposal of property, was requisite sanction/intimation obtained/given for 1st 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

Signature:

: Date:

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 ther 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 f 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 ha e 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 transact on 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 Details of acquisition Property or disposal \$	Mode of acquisition or disposal ©	Whether the applicant's interest n 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. Ω _____
6. In the case of disposal of property, was requisite sanction/ intimation obtained/given for its acquisition (a copy of the should be sanction/acknowledgement attached).
7. Details of the Parties with whom transaction is proposed to be made/ has been made:

Name an 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)

8. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? α _____
9. 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 7 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:

Signature:

Name:

Date:

Designation

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.



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 31st Dec.

Name (in full): _____ Date of joining in SVNIT: _____
Present post held: _____ Department: _____
Employees 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 in whose 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 31st Dec.

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

Sl 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 I 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:

1. 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 Jewelry (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.

2. In column 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise

3. In column 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.

Signature with Date