



# सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान

An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

SVNIT

क्र.इ/ 2381

दिनांक: 24.12.2025

## सूचना/ NOTICE

26 DEC 2025

विषय: शिक्षा मंत्रालय में स्वायत्त और अधीनस्थ संस्थान/ संगठनों के कर्मचारियों द्वारा अचलसंपत्ति रिटर्न जमाकरने हेतु/  
Submission of Immovable property Return by the employees of autonomous and subordinate institute / organizations in the Ministry of Education.

शिक्षा मंत्रालय, भारत सरकार (पत्र संख्या C19011/7/2017-विग दिनांक 06.01.2021) के दिशानिर्देशों का अनुपालन करने के लिए सभी समूह 'A', 'B' और 'C' कर्मचारियों से अनुरोध है कि वे दिसंबर, 2025 को समाप्त होने वाले वर्ष के लिए वार्षिक संपत्ति रिटर्न सर्वोच्च प्राथमिकता के आधार पर जमा करें। भरा हुआ वार्षिक संपत्ति रिटर्न उप कुलसचिव (स्थापना) को 31 जनवरी 2026 को या उससे पहले जमा करना होगा। संकाय सदस्यों सहित जो कर्मचारी नियत तारीख तक अपनी वार्षिक संपत्ति रिटर्न जमा करने में विफल रहते हैं, उन्हें उन पर लागू आचरण नियमों के तहत कार्रवाई के अलावा सतर्कता मंजूरी से वंचित कर दिया जाएगा।

इस संबंध में सभी संबंधितों को यह भी सूचित किया जाता है कि जब भी किसी अचल और चल संपत्ति का अनुमेय सीमा से अधिक लेनदेन किया जाता है, तो सक्षम प्राधिकारी से आचरण नियमों के नियम 18(2) और 18(3) के तहत सूचना प्रस्तुत करें या पूर्व मंजूरी लें।

In compliance to 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 of the Institute are requested to submit Annual Property Returns for the year ending **December, 2025** on top priority basis. Filled up return must be submitted to Dy. Registrar (Establishment) on or before **31<sup>st</sup> January 2026** 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.

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.

*कुमलान कुंठि*  
26/12/2025  
कुलसचिव/ REGISTRAR

### संलग्न:

संपत्ति रिटर्न प्रोफार्मा (अचल संपत्ति) / संपत्ति रिटर्न प्रोफार्मा (चल संपत्ति)/ अचल संपत्ति के संबंध में लेनदेन के लिए नियम 18(2) के तहत सूचना देने या पूर्व मंजूरी मांगने के लिए फॉर्म / चल संपत्ति के संबंध में लेनदेन के लिए नियम 18(2) के तहत सूचना देने या पूर्व मंजूरी मांगने के लिए फॉर्म  
Property Return Proforma (Immovable property)/ Property Return Proforma (Movable property)/ Form for giving intimation or seeking previous sanction under Rule 18(2) for transaction in respect of Immovable Property/ Form for giving intimation or seeking previous sanction under Rule 18(2) for transaction in respect of Movable Property

प्रति: सभी कर्मचारी ईमेल के माध्यम से -/ All employees – thorough email

### प्रतिप्रेषित:

- निदेशक अनुभाग प्रमुख/विभाग/सभी डीन /सीवीओ/कुलसचिव// Director/ Registrar/ CVO/All Deans/ Head of the Deptt./ Section
- सभी उप-रजिस्ट्रार/ सभी सहायक रजिस्ट्रार/ All Dy. Registrar /Assistant Registrar
- संकाय प्रभारी, कंप्यूटर सेंटर/ Faculty In-Charge, Computer Centre  
- उपरोक्त सूचना को होम पेज पर लिंक प्रकाशित करें "वार्षिक संपत्ति रिटर्न" साथ-के साथ "घोषणाएँ"/ to publish the above notice the link "Announcements" as well as "Annual Property Return" on the Home Page.
- वार्षिक संपत्ति रिटर्न फाइल/ Annual Property Return File
- प्रेषण अनुभाग/ Dispatch Section



**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. 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 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 isalso required under Rule 13 of the CCS (Conduct) Rules, 1964? α

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 ther buildings or Land.
&	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 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. Ω \_\_\_\_\_
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 with the party	How was the transaction Arranged? ®
(a)	(b)	(c)	(d)	(e)

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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 31<sup>st</sup> 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, gift 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. ....

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 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:

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 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 cloth, 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