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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

FORM OF REPORT TO THE PRESCRIBED AUTHORITY AFTER COMPLETION OF THE BUILDING / EXTENSION OF A HOUSE (Rule 18, Decision No.2)

Name: _____ Emp. Code: _____

Designation: _____ Basic Pay: ₹ _____

Department/Section: _____ Matrix & Level: _____

In my earlier request vide no. _____ dated _____, I had reported that I proposed to build a house. Permission was granted vide Office Order No. _____ dated _____ for the building of a house. The house has since been completed and I enclose a Valuation Report, duly certified by _____.

The cost of construction indicated in the enclosed Valuation Report was financed as under:

- (i) Own savings : ₹ _____
(ii) Loans / Advances with full details : ₹ _____

Note: Variations, if any, between the figures given above and figures given in Movable Property Form may be explained suitably.

Signature of Employee

Forwarded to Establishment

Counter Signature of the HoD/Section Head/Coordinator

अभ्यासाध्यरथेतः विद्या

To
Asstt./Dy. Registrar (Establishment)

VALUATION REPORT

I/We hereby certify that I/We have valued House _____
constructed by Dr./Mr./Mrs./Ms./Prof. _____ and
I/We give below the value at which I/We estimate the cost of the house under the following
headings:

Heading		Cost (₹)
(1)	Bricks	
(2)	Cement	
(3)	Iron and Steel	
(4)	Timber	
(5)	Sanitary Fittings	
(6)	Electrical Fittings	
(7)	Any other Special Fittings	
(8)	Labour Charges	
(9)	All other Charges, if any	
Total Cost of the Building		

Date: _____

(Signature and Designation
Of the Valuation Authority)

अभ्यासाध्यरथेतः विद्या

1. Strike out the portions not applicable.
2. A firm of Civil Engineers or Civil Engineer of repute.