

## **Appendix 4**

### **(FORMAT PRESCRIBED FOR)**

### **PRIOR INTIMATION (PI) LETTER FROM AN EMPLOYEE TO ADMINISTRATIVE OFFICE OF HIS/HER EMPLOYER REGARDING SUBMISSION OF HIS/HER APPLICATION**

(On the Plain Paper)

Place: .....

Date: .....

[To be addressed to the Controlling/Administrative Authority with full postal address]

.....

..... PIN: .....

Tel: ..... Fax: .....

Email: .....

**Subject:** Prior Intimation for Submission of Application for the post of \_\_\_\_\_ at Savli  
Technology & Business Incubator, Dept. of Science & Technol., Govt. of Gujarat.

Sir/Madam,

I hereby, give prior intimation that I am applying for the post of \_\_\_\_\_ at Savli  
Technology & Business Incubator and further stating that I am free from Administrative and Vigilance  
angle and there are no vigilance proceedings pending or contemplated against me. In event of my selection,  
I shall be relieved from my duties as per the contract terms.

It is to also to bring to your attention that as per the advertisement of the STBI, DST, GoG; the onus of  
communicating to STBI, DST, GoG in the event of the applicant not being free from Administrative &  
Vigilance angle and if any vigilance proceedings are pending or are contemplated; or any objection or  
reservation or any adverse remarks, etc., lies on the Head of the Institution of the applicant.

This is for your kind information and record.

Yours faithfully,

Employer Signature:

Employer Office Seal:

Signature: .....

Name: .....

Date of Birth: .....

Designation: .....

Name of Office Where Working: .....

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Name of Organization: .....

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Address of Present Office: .....

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Residential Address: .....

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Note: The Prior Intimation Letter (as prescribed vide this Appendix) shall be accepted by Savli Technology  
& Business Incubator for processing the applications for various positions, if the same bears the signature  
and seal of the employer of the applicant acknowledging its receipt.