

**GRANT OF ADVANCE FOR PURCHASE OF LAND OR PART / FULL CONSTRUCTION,
ENLARGEMENT, ETC., OF A HOUSE**

APPLICATION FORM
(To be filled by the applicant)

GENERAL

- 1 Name (in Block Letters) : _____ Designation :
_____ Emp. Code No. _____
- 2 Ministry/Office: _____
- 3 Post held i) Permanent _____ ii) Temporary _____
- 4 Length of Service on the date of application: ____ Years ____ Months Date of Joining
Government Service : _____
- 5 Present pay with pay scale: _____
- 6 Whether governed by Pension Rules: _____
- 7 Date of superannuation: _____
- 8 Amount of Provident Fund/any other advance/final withdrawal taken for purchase of land/Construction
_____ (an attested copy of the sanction to be enclosed)

PARTICULARS RELATING TO ADVANCE :

9. If advance is needed for purchase of a plot and/or for construction of a new house, please give the following information :

A. PLOT

Location with address	Rural/ Urban	Is it clearly demarcated and developed	Approximate area (in Sq. mtrs)	a) Cost b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold
1	2	3	4	5	6	7

B. CONSTRUCTION

Floor-wise area to be constructed in (sq. mtrs.)	Estimated cost	Amount of advance required (for land/ construction/both)	No. of instalments for repayment
8	9	10	11
Gr. Floor I Floor II Floor			

10. If advance is required for enlarging the existing house, please state :

Location with address	Plinth area (in sq.mtrs.)	Plinth area proposed for enlargement (in sq. mtrs)	Cost of construction/acquisition of existing House	Cost of proposed Enlargement	Total plinth area (2+3)	Total cost (4+5)	Amount of advance required	No.of instalments for repayment
1	2	3	4	5	6	7	8	9

(NOTE : If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed.)

11. If advance is required for purchasing a ready-built house/flat, please state :

Location with address	Plinth area (in sq. mtrs.)	When constructed	Price settled	The agency from whom to be purchased	Amount a) Already Paid b) To be paid	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8

MISCELLANEOUS

- 1 If you or any dependent member of your family already own(s) a house, please state :
- 2 Have you enclosed –

Location with address	Plinth Area (floor wise)	Present fair market Value (Rs)	Reasons for acquiring another house or enlarging the existing house
1	2	3	4

(a)	The relevant construction plan approved by the municipal authority concerned; and	Yes/No
(b)	Detailed construction estimates based on Central/State PWD Schedule, prevailing in the area corrected as per relevant cost index duly signed by qualified engineer	Yes/No

Declaration

1 I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.

2 I have read the rules regulating the grant of advances to Central Government servants for purchase of land and Purchase/construction of buildings, etc., and agree to abide by the terms and conditions stipulated therein.

3 I certify that :

- i) my wife/husband is not a Central Government servant/my wife/husband who is a Central Government servant, has not applied for and/or obtained an advance under these rules ;
- ii) neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advance for acquisition of a house in the past from any Government source (e.g., Ministry of Rehabilitation or under any Central or State Housing Scheme);
- iii) the construction of the house for which the advance has been applied for, has not yet been commenced.

Station _____ Signature of the Applicant _____

Dated _____ Telephone/Intercom No. _____

e-mail address _____

Note: Applicant is advised to enclose the all relevant documents alongwith the application form to avoid delay in the processing of his application.

List of Documents Enclosed:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

(For use by the Application Forwarding Authority)

I have scrutinized the application of Shri/Smt./Kum. _____ (Designation) _____ in terms of Rule 9(b) of the Rules and have satisfied myself of the correctness of the facts etc., stated therein. My recommendations are as follows:

I have satisfied myself that the applicant has/will get a clear unencumbered title to the property.

1 Date of appointment : _____

2 Date of Retirement : _____

3 Pay : Rs. _____

4 50 months' pay : Rs. _____

5 Cost Ceiling for Construction : Rs. _____

6 Amount of GP Fund withdrawal and/or any other advance to be adjusted : Rs. _____

7 Advance entitled(5 minus 6) : Rs. _____

8 Estimated / Assessed Cost of Construction : Rs. _____

9 Expected date of starting recovery : _____

10. No. of monthly instalment : _____ 11.Repaying Capacity :

(a) Proposed rate of recovery : _____

(b) Amount recoverable at the proposed

rate of recovery : Rs. _____

1 Approximate amount of Interest : Rs. _____

2 Amount of advance than can be sanctioned based on repaying capacity : Rs. _____

3 Amount of HBA recommended for sanction (the least of 4, 7, 8 and 13) : Rs. _____

15. **Rate of recovery :**

(a) **Principal:** Rs. _____ in _____ instalments of Rs. _____ each.

(b) **Interest:** Rs. _____ in _____ instalments of Rs. _____ each.

An advance of Rs. _____ (Rupees _____ only) may be approved in relaxation of Rule 4(b) of House Building Advance Rules

(_____)

DDO/Section Officer

_____ **State Unit Officer**

(For use by the Advance Sanctioning Authority,)

Orders of the Head of Department

Head of Department