

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

(APPLICATION FORM)

GENERAL :

1. Name (in block letters) : _____
2. Post held :
 (i) Permanent in the department of : _____
 (ii) Temporary/Officiating : _____
 (iii) Length of Service on the date of application : _____
 (iv) Date of Joining : _____
3. Present pay as defined in Rule 4(b) and scale of pay : _____
4. Whether governed by Pension Rules : _____
5. Date of Superannuation : _____
6. 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

7. If advance is required for Purchase of a plot and/or for construction of a new house, please give the following informations :

A. Plot :

Location with Address	Rural/Urban	Is it clearly Demarcated and Developed	Approximate Area in Square 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
				(a)		
				(b)		

B . Construction

Floor-wise Area to be constructed (in sq.mtr)	Estimated cost	Amount of Advance Required (for Land/construction/both)	No of Instalments for repayments
8	9	10	11
G. F			
1 st Floor			
2 nd Floor			

8. Advance is required for enlarging the existing houses, please state the following :

Location with Address	1	
Plinth Area in Sq. mtr	2	
Plinth Area Proposed for enlargement (in Sq.mtr)	3	
Cost of Construction / Acquisition of Existing House	4	
Cost of Proposed Enlargement	5	
Total Plinth Are (2 + 3)	6	
Total Cost (4 + 5)	7	
Amount of Advance Required	8	
No. of Installments for Repayments	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.

9. If Advance is required for purchasing a ready-built house/flat, please state the following :

Location with Address	1	
Plinth Area in Sq. mtr	2	
When constructed	3	
Price Settled	4	
The Agency from whom to be purchased	5	
Amount (a) Already paid (b) to be paid	6	
Amount of Advance Required	7	
No. of Installments for Repayments	9	

MISCELLANEOUS :

10. If you or any dependent member of your family already own(s) a house, please state :

Location with address	Plinth area (floor wise)	Present fair market value Rs.	Reasons for acquiring another house or enlarging the existing house

11. Have you enclosed (a) the relevant construction plan approved by the municipal authority concerned : _____

(a) The detailed construction estimates based on Central / State P W D Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified engineer : _____

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 building 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 Govt. source (Min. of Rehabilitation, or under any Central/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

Date : _____

Designation : _____

Dept/Office in which employed : _____

(For use by the Finance Department)

I have scrutinized the application of Sri/Smt _____
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 : _____
4. 50 Months Salary : _____
5. Cost ceiling for construction : _____
6. Amount of GP fund withdrawal and/or any
other advance to be adjusted : _____
7. Advance entitled (5-6) : _____
8. Estimated/assessed cost of construction : _____
9. Expected date of starting recovery : _____
10. Number of monthly installments : _____
11. Repaying capacity
 - (a) Proposed rate of recovery : _____
 - (b) Amount recoverable at the proposed
rate of recovery : _____
 - © Amount adjustable from DCRG (60% or 70%) _____
 - (d) Total (b + c) : _____
12. Approximate amount of interest : _____
13. Amount of advance that can be sanctioned
based on the repaying capacity of the employee : _____
14. Amount of HBA recommended for sanction
(the least of 4,7,8 & 13) : _____
15. Rate of recovery :
 - (a) Principal Rs. _____ in _____ installment of Rs. _____ each
 - (b) Interest Rs. _____ in _____ installment of Rs. _____ each

An Advance of Rs. _____ (Rupees _____

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

DA**SO/AE**

Orders of the Head of the Department

Finance Officer