

**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)
- In the Office/Department
2. Post held (i) Permanent in the Office/Dept.
(ii) Temporary/Offing..... in the Office/Dept.....
(iii) Length of service ~~XXXX~~ on the date of application
- (iv) Total length of service including T.U
3. Present pay defined in rule 4(b) and the scale of pay *Basic T.S.P.*
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 needed for purchase of a plot and/or construction of a new house, please give the following information : --

Contd.....

A. Plot

Location with Address	Rural/Urban	Is it clearly demarcated and developed ?	Approx. 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)
				(a)		
				(b)		

B. Construction

Floor-wise Area to be constructed (in Sq. mtrs.)	Estimated cost	Amount of advance required (for land/construction/both)	No. of installments for repayment
(8)	(9)	(10)	(11)
G. Floor			
1 st Floor			
2 nd Floor			

8. 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	Nos. of installments for repayment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

[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]

Contd.....

9. 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 fro whom to be purchased	Amount (a) already paid (b) to be paid	Amount of advance required	No. of installments for repayment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
					(a) (b)		

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 (₹)	Reasons for acquiring another house or enlarging the existing house
(1)	(2)	(3)	(4)

11. Have you enclosed – (a) the relevant construction plan approved by The Municipality concerned ; and

(b) detailed construction estimates based on central/state PWD Schedule, prevailing in the areas corrected as per relevant Cost of index duly signed by 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 Govt. servants for purchase of land/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 Govt. servant/my wife/husband who is a Central Govt. servant, has not applied for and/or obtained and advance under these rules ;

Contd.:

- (ii) Neither I nor my wife/husband/minor child applied for and/or obtained any loan or advance for acquisition of a house in the past from any Govt. sources (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 supplied for, has not yet been commenced.

Station Signature of the Applicant

Dated Designation

Dept./Office in which employed

1. Strike out the alternative(s) not applicable.

(For the use by the Ministry of Head of Department)

I have scrutinized the application of Dr./Shri/Smt./Kumari-----
(Designation)----- in terms of the 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. PayRs.
4. 50 months payRs.
5. Cost of ceiling for constructionRs.
6. Amount of GP FUND withdrawal and/or
any other advance to be adjustedRs.
7. Advance entitled (5 minus 6)Rs.
8. Estimated/Assessed cost of constructionRs.
9. Expected date starting recovery
10. No. of monthly instalments
11. Repaying capacity:
 - (a) Proposed rate of recovery Rs.
 - (b) Amount recoverable at the proposed rate of recoveryRs.
 - (c) Amount adjustable from DCRG (60% or 70%) Rs.
 - (d) Total (b) + (c)Rs.
12. Approximate amount of interestRs.
13. Amount of advance that can be sanctioned based on repaying
capacity.....Rs.
14. Amount if HBA recommended for sanction (the least of 4, 7, 8 and 13) Rs.
15. Rat of Recovery:-
 - (a) Principal : Rs. in instalments of Rs. each.
 - (b) Interest: Rs..... in instalments of Rs. each.An advance of Rs.....may be approved in relaxation of Rule 4(b) of House Building Advance Rules.

Asstt. Adm. Officer

Orders of the Head of Department

Head of Department