

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 Ministry / Office
(in block letters)

2. **Post**
 - (i) **Permanent** in Ministry / Office.....

 - (ii) **Temporary/Office** in Ministry/ Office
.....

 - (iii) **Length of service on the date of application**
.....

3. **Present Pay as defined in Rule 4(b) and scale of pay**
.....

4. **Whether governed by Pension Rules**

5. **Date of retirement**

6. **Amount of Provident Fund/and other advance/final withdrawal taken for purchase of land/constructed (An attested copy of the sanction to be enclosed)**
.....
.....

Contd.....P/2

PARTICULARS RELATING TO ADVANCE :

7. 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 & develop	Approximate area (in Sq. Mtrs.)	(a) Cost (b) Amount actually paid	If not purchased when proceed to be acquired	Unexpired portion of lease if not freehold
(1)	(2)	(3)	(4)	(5)	(6)	(7)

B. Construction

Floorwise area to be constructed	Estimated Cost	Amount of advance required (for land/construction/both	No. of instalments for repayment
(8)	(9)	(10)	(11)

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Contd.....P/4

MISCELLANEOUS

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

Location with address	Plinth area (Floorwise)	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 Municipal authority concerned and (b) 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 qualified Engineer.

Declaration

- 1. I solemnly declare that the information furnished by me in reply to be 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 herein.**
- 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) 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).
- (iv) The construction of the house for which the advance has been applied for, has not yet been commenced.

Station.....

Signature of the Applicant

.....

Designation

Department / Office in which

Employed

.....

(For use by the Ministry or Head of Department)

I have scrutinized the application of Shri/Smt./Kumari
(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. Basic Pay : Rs. _____
- 4. 50 Months' basic pay : Rs. _____
- 5. Cost ceiling for construction : Rs. _____
- 6. Amount of G.P. 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 instalments :

11. Repaying Capacity :

(a) Proposed rate of recovery : Rs.

(b) Amount recoverable at the

Proposed rate of recovery : Rs.

(c) Amount adjustable from

D.C.R.G. (60% or 70%) : Rs.

(d) Total [(b) + (c)] : Rs.

12. Approximate amount of interest : Rs.

13. Amount of advance that can be

sanctioned based on repaying

capacity : Rs.

14. Amount of H.B.A. recommended

For sanction (the least of

4, 7, 8 and 13) : Rs.

15. Rate of recovery :

(a) Principal : Rs. 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.

S.O. / A.E.

Orders of the Head of Department

Head of Department