

**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 Ministry/Office.....
- 2. Post held (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 birth..... 5. (a) 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).
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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 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)
				(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 repayments
(8)	(9)	(10)	(11)
G.F			
I Floor			
II 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 enlarge- ment(In Sq. mtrs)	Cost of Construc- tion/ac- quisition of existing house	Cost of Proposed enlarg- ement	Total Plinth Area (2+3)	Total cost (4+5)	Amount of advance required	No.of Install- ments for re- pay- ment
(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 loan of the proposed enlargement, should be enclosed.)

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

Location with address	Plinth Area (in Sq.mtr)	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 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 (in Rs.)	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 PWD schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified Engineer.

Declarations

- 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 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 Central Govt. servant/my wife/husband who is a Central Govt. 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(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 Applicant

Date

Designation

Department/Office in which employed

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(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 my self 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. 34 times of Basic Pay + D P +Stagnation Increment + NPA : 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 installments :
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 : Rs.
14. Amount of H.B.A. recommended for sanction (The least of 4, 7, 8 & 13) : Rs.
15. Rate of recovery:
 - a) Principal: Rs.....in Installments of Rs. each.
 - b) Interest : Rs.....in..... Installments of Rs. each.

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

Head of Department