

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULES 18 (3) OF THE CCS (CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF IMMOVEABLE PROPERTY.

1. Name of Govt. servant & Designation :
2. Scale of pay and present pay :
3. Purpose of application - sanction for transaction/prior intimation of sanction. :
4. Whether property is being acquired or disposed of : í í í í í í í í í í í í .
5. Probable date of acquisition/disposal of property. :
6. Mode of acquisition/disposal : í í í í í í í í í í í í .
7. a) Full details about location viz, Municipal/ No.Street/Village/Taluk/District and State in which situated. : í í í í í í í í í í í í .
- b) Description of property in the case of cultivable land, dry or irrigate land. : í í í í í í í í í í í í .
- c) Whether free holder lease hold. : í í í í í í í í í í í í .
- d) Whether the applicant's interest in the property is in full or part in case of partial interest, extant of such interest must be indicated. : í í í í í í í í í í í í .
- e) In case the transaction is not exclusively in the name of Govt. servant, particulars of ownership, share of each member. : í í í í í í í í í í í í .
8. Sale/purchase price of the property (Market value in the case of gift). : í í í í í í í í í í í í .
9. In case of acquisition, source from which finance/proposed to be financed. : í í í í í í í í í í í í .
- a) Personal savings : í í í í í í í í í í í í .
- b) Other sources (giving details) : í í í í í í í í í í í í .
10. In the case of disposal of property, was requisite sanction/intimation obtained, given for its acquisition (a copy of the sanction/acknowledgement should be attached). : í í í í í í í í í í í í .
í í í í í í í í í í í í ..

Contd....2-

- 11. Name and address of the party with whom : í í í í í í í í í í í í ..
a transaction is proposed to be made/has been : í í í í í í í í í í í í ..
made.
- b Is the party related to the applicant ? If so, state :
the relationship ?
- c Did the applicant have any dealings with the party :
in his official capacity at any time, or is the
applicant likely to have any dealings with him in
the near future ?
- d Nature of official dealing with the party :
- e How was the transaction arranged ? (Whether :
through any statutory body or a private agency,
through advertisement or through friends and
relatives. Full particulars to be given).
Transaction is proposed to be made.
- 12. In the case of acquisition by gifts, whether :
sanction is also required under Rules 13 of CCS
(Conduct) Rules, 1964.
- 13. Any other relevant fact which the applicant may :
like to mention.

DECLARATION.

I,, hereby declare that the particulars given are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I,, hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station : Jhansi.

Signature :

Date :

Design. :

**FOR USE IN THE MINISTRY OF WORKS AND HOUSING.
GOVERNMENT OF INDIA
MINISTRY OF WORKS LAND HOUSING.**

Deptt/Office of

Sub : **Grant of Advance for purchase of land/or part/full constructions etc. of house.**

Indexed on, Initials, Record C. destroy in
Initials of S.O

APPLICATION FORM
(to be filled by the applicant)

GENERAL :

Name (in block letters) :

Post held :

Permanent :

Temp./Offg. :

Length of service on the date of application :

Present pay as defined in Rule 4(b) &
Scale of pay. :

Whether governed by Pension Rules :

Date of retirement :

Amount of Provident Fund/any other advance/
Final withdrawal, taken for purchase of land/
construction (an attested copy of the sanction
to be enclosed). :

2.

PARTICULARS RELATING TO ADVANCE :

A. PLOT.

Location with address.	Rural /Urban. & developed	Is it clearly demarcated in sq.mtrs.	Approximate area actually	a) Cost. b) Amount paid.	when proposed.	If not purchased, lease, if proposed to be acquired.	Unexpired portion of not free hold.
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CONSTRUCTION.

Floor-wise area to be constructed	Estimated cost	Amount of advance required (for construction)	No. of installments for repayment.
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ADVANCE IS REQUIRED FOR ENLARGING THE EXISTING HOUSE, PLEASE STATE :-

Location with address.	Plinth area in sq.mtr	Plinth area proposed for enlargement (in sq.mt)	Cost of construction/requisition existing house.	Cost of proposed enlargement.	Total plinth area (2+3)	Total cost (4+5)	Amount of advance required	No.of installments 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 lead of the proposed enlargement, should be enclosed.

contd.....3-

IF ADVANCE IS REQUIRED FOR PURCHASING A READY BUILT HOUSE/FLAT,
PLEASE STATE :-

Location with address	Plinth area	When constructed.	Price settled	The agency from whom to be purchased	a) Amount already paid b) to be paid.	Amount paid of adv. required.	No.of instalment for repayment
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MISCELLANEOUS :

IF YOU HAVE ANY DEPENDENT MEMBER OF YOUR FAMILY ALREADY OWNS HOUSE,
PLEASE STATE :-

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

- a) the elevate 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.

DECLARATION.

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

I have read the rules & regulations for the grant of advance 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.

I certify that :-

My wife/husband is not a Central Government servant, has not applied for and/or obtained an advance under these rules.

Neither I nor my wife/husband and 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.

Contd.....4.

4.

The construction of the house for which the advance has been applied for,
has not been commenced.

Station : JHANSI.

Signature of the applicant.

Date :

Designation :

Deptt/office
in which employed.

TO BE COMPLETED BY THE APPLICANT'S HEAD OF DEPTT.

No.-----Station----- Dated :-----

I have scrutinized the application of Shri/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) Amount to be approved :
- ii) No. of installments for recovery :
- iii) Interest to be adjusted :
- iv) Amount of gratuity/death-cum-retirement
gratuity due on the date of his superannuation
to be adjusted. :
- v) Amount of monthly deduction
(reference Rule 4(b)). :

Certified that the amount of monthly deduction suggested at (v) above falls within the paying capacity of the applicant.

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

Application alongwith a copy of the sanctioned Plan, detailed estimates, specifications etc, is forwarded herewith. The provision of Rule 2(b) of the Rules may also be relaxed as a special case.

Dated :-----

Signature :

Designation :

Full name & address of the Deptt. :

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that I
son ofresident of
..... in the district of at present employed as
a permanent in the
..... (herein after called öthe suretyö and held and finally bond to the
President of India (herein after called öthe Governmentö which expression shall unless excluded by or represent to
the subject or context include his successors in office and (assigns) in the sum of Rs.
(Rupees only) to be paid to the Government for
purchasing a
to be well and truly made, I hereby bind myself my heirs executors, administrators and representative firmly by
these presents. As witness, my hand this day of one thousand nine hundred and
ninety WHEREAS.....
..... son of a resident of
.....in the District of
at present employed as a permanent/temporary..... in the
..... (hereinafter called öthe borrowerö but is to retire on
.....applied to the Government for an advance of Rs..... for the purpose of
purchasing a AND WHEREAS the Government sanctioned the payment of
Rs..... (Rupees..... only) under the rules framed
by the Government of India to regulate the grant of advance to Central Government servants for building etc. of
houses issued by the Government of India, Ministry of Works, Housing and supply with their O.M.No.1127
(5)/54 dated the 12th day of April 1956 (hereinafter referred to as the ösaid rulesö). AND WHEREAS the
borrower has undertaken to repay the said amount in 100 monthly installments. AND WHEREAS the borrower
has further undertaken to mortgage the purchased with the help of the said amount and to observe the provisions
of the said rules and WHEREAS in consideration to the borrower of the surety has agreed to execute and above
bond with such condition as thereunder written. NOW THE CONDITION OF THE OBLIGATION is such
that if the said borrower shall while employed in the said or any other Ministry/office duly and regularly pay or
cause to be paid to the Government by installments until the said sum of Rs..... (Rupees
..... only), shall be only paid and THEN this bond shall be void,
otherwise the same shall be remained in full force and virtue.

BUT SO NEVERTHELESS that if the borrower shall die or become insolvent or at any time cease to be in the
service of the Government the whole or so much of the said principles sum of Rs..... (Rupees
..... only) together with the interest as shall the remain
unpaid shall together immediately become due and payable to the Government and recoverable from the surety in
one installment by virtue of this Bond. The obligation undertaken by the surety shall not be discharged or in any
way affected by

2.

an extension of time or any other indulgence granted by the Government to the said borrower.

(* The stamp duty payable in respect of these presents shall be borne and paid by the Government.

Signed and delivered by the said

.....

(Signature of surety)

Designation :

Office to :

to which attached.

In the presence of :

1. Name :
(Signature) Design :
Office :

2. Name :
(Signature) Design :
Office :

(* Strike off this clause, if the agreement is executed in States other than Assam, Gujarat, Madhya Pradesh, Maharashtra, Punjab, Haryana, Rajasthan, Uttar Pradesh, West Bengal and Bihar (This clause shall be retained in respect of agreements executed in the Union Territories).

**AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING AN
ADVANCE BY A RAILWAY SERVANT FOR BUILDING HOUSE ETC.**

AN AGREEMENT MADE THIS..... Day of

ONE THOUSAND NINE HUNDRED NINETY BETWEEN.....

..... S/o Shri

at present serving as(herein after called the Borrower) which expression shall unless excluded by or repugnant to the subject or context include his heirs, executors, legal representatives and administration of the one part and the President of India (herein after called the Government which expression shall unless excluded by or repugnant to the subject or context include his successors in office and assignee) of the other part. WHEREAS the borrower desire to -

* purchase land and construct a house thereon or enlarge living accommodation in his/her house.

* purchase the built house

* Repay a loan taken by the mortgagor for constructing or purchasing a house described in the schedule in the schedule here to annexed and WHEREAS the borrower has under the provision of the rules framed by the Govt. of India to regulate the grant of advance to Railway Servant for building etc. of houses and issued with the Government of India, Ministry of Railways (Railway Board) L.No. F(E)55/ADV 3(2) dated, 2nd July, 1956 (herein after referred as the said rules, which expression shall, where the context so admits, include any amendment the roof of addition there to for the time being in force), apply to the Government for an advance of Rs. and the Government has sanctioned an advance of Rs.

to the borrower vide the Ministry/Office letter No. dated, A copy of which annexed to the presence for the purpose aforesaid on the terms and conditions not forth therein HOW IT AS HEREBY AGREED by and between the parties, there to that in consideration of the sum of Rs. paid/to be paid by the Govt. to the borrower the borrower hereby agreed with the Government.

1. To repay the Government, the said amount with interest calculated in accordance with the said rules for the time being inforce by monthly installments of Rs.....to be deducted from his pay as provided for by the said rules from the month ofNineteen hundred ninety..... and the borrower hereby authorised the Government to make such deductions from the monthly pay/leave salary bill.

2. a) Within two months from the date of the receipt of aforesaid amount of Rs..... (Rs..... only). Out of the said advance to expend the aforesaid amount in the purchase of land and to produce for inspection of the Government the safe deed respect thereof failing which the borrower shall be liable to refund forthwith the entire amount to the Government together with interest thereon.

(*) Mention whatever is applicable / Strike whichever is not applicable.

- Within three months from the date of the receipt of the aforesaid advance of Rs..... (Rs.....) to expend the aforesaid amount (*) in the purchase of the said ready built house) in the repayment of the loan taken by the borrower for constructing or purchasing the said house) and to
- b) complete the acquisition redemption of the said house and mortgage it to the Government, failing which the borrower shall refuse the advance together with interest to the Government forth with unless an extension of the term is granted by the Government.
 - c) To complete construction of the said house within eighteen months of
..... is strictly in accordance with the approved plan and specification on the basis of the amount of advance has been completed and sanctioned or within such extended period as may be laid down by the Government.
- (*) Not applicable when the advance is taken under Paragraph 29 (5) (I) (c) to (e) of Chapter XVI of the Indian Railway Establishment Manual.
3. If the actual amount paid for the purchase of land or the purchase/redemption of the house is less than the amount received under these presents by the borrower to repay the difference to the Government forthwith.
 4. To execute a document mortgaging the said house/land alongwith the house to be built thereon to the Government as security for the amount advanced to the borrower under these presents as also for the interest payable for the said amount in the form provided by the said rules.
 5. AND IT IS HEREBY AGREED AND DECLARED THAT * (If the land is not purchased and shall deed therefore not produced for inspection of the Government within two months of the date of drawal of the part of the advance for that purpose/or * (If the house is not purchased/redempted and mortgaged within three months of the drawal of the advance) or if the borrower fails to complete the construction of the said house as herein before agreed, or if the borrower becomes insolvent or suits the service of the Government or dies, the whole amount of the advance together with the interest accruing thereon shall immediately become due and payable to the Government.
- (*) Mention whatever is applicable.
6. Without prejudice to any right of the Government in that behalf, if any amount becomes in refundable or payable by the borrower to the Government, the Government will be entitled to recover the same by deducting from his pay such amounts as it shall deem reasonable.
 7. The stamp duty payable in respect of these presents shall be borne and paid by the Government.

NOTE : The clause must be omitted where the document is liable to stamp duty under any enactment in force in a former Part B state.

IN WITNESSES WHERE OF THE BORROWER has hereunto set his hand and the President of India has caused for and on his behalf to set his hand to day and year first before written.

The Schedule above referred to.

.....
(Signature of the borrower).

Signed by the said borrower in the presence of :-

1. Witness
- Address
- Occupation.....
-
2. 2nd witness
- Address.....
- Occupation.....

**FORM OF MORTGAGE DEED TO BE EXECUTED BY THE PERMANENT SERVANTS
COLLATERAL SECURITY FOR THE RELEASES OF HOUSE BUILDING ADVANCE TO
AN OFFICIAL.**

This indenture made this..... day of199..... by Shri /Smt.....son of/Daughter of a resident of at present employed at in this Ministry office of
í í í í í í í í í í í í í í í í í í

at(hereinafter called THE MORTGAGOR, which expression shall unless excluded by or repugnant to the or contest, include his heirs, executors, administrate assignee) of the ONE PART and THE PRESIDENT OF INDIA, (here called the MORTGAGEE which expression shall unless excluded or repugnant to be subject or contest include his successor office and assigns) of the other part.

2. WHEREAS THE MORTGAGOR is obsolete and sole beneficial and is seized and possessed of or otherwise well and sufficient entitled to the land house here ditaments and premises hereinafter described in the schedule hereunder written and for greater clearness delineated on the plan annexed hereto and there shown with the boundaries thereof colouredand expressed to be hereby conveyed transferred and assured (hereinafter referred to as òthe said Mortgagertyö.

3. WHEREASS/o / D/o resident of in the District of (hereinafter called òthe Borrowerö(*) (but is due to retire on applied to the Government for an advance of Rs. for the purpose of (***) purchasing land/or construction a new house or enlarging living accommodation in an existing house.

4. AND WHEREAS the Govt. sanctioned the payment of Rs. (Rupees) only under the rules framed by the Government of India to regulate the grant of advance to Central Govt. servants, building etc. of houses vide the Ministry/office letter No. dated, a copy of which is annexed to these presents on the terms and conditions forth therein.

5. AND WHEREAS the borrower has undertaken to repay the said amount in monthly installments, AND WHEREAS in consideration of the Govt. having agreed to grant the aforesaid advance to the borrower, the Mortgagor has agreed to execute the above bond with such condition as hereunder is written.

DETAILS OF THE PLOT :

EAST : WEST :

NORTH : SOUTH :

SIZE :

(*) NOW THIS INDENTURE WITNESS THAT the mortgagors both hereby mortgage the mortgaged property as collateral security for repayment of the aforesaid monthly installments duly and regularly by the Borrower together with interest as aforesaid.

The mortgagor undertakes that he shall not during continuance of this present charge encumber, allure, otherwise dispose of any part of the mortgage property.

The mortgagor further/undertake to execute at his own cost and expenses to deed or deeds as may be required to the Govt. for securing and/or enforcing the repayment of said advance and interest and or otherwise for liquidation of the same.

(*) Strike out if not required.

6. NOW THE CONDITION OF THE OBLIGATION is such that if the borrower shall while employed in the said or any other Ministry/office duly and regular pay or cause to the paid the Govt. the amount of the aforesaid advance owing to the Govt. by installments until the said sum of Rs. (Rupees) only shall be duly paid or mortgages to the Govt. the house building purchased referred to above, whichever event happens early then this bond shall be void otherwise the same shall be and remain in full force and virtue. BUT SO NEVERTHELESS that if the borrower shall die or become insolvent of at any time cease to be in the service of the Govt. the whole or so much of the said principal sum of Rs. (Rupees) only together with the interest as in all then remain unpaid shall immediately become due and payable to the Govt. and recoverable from the Mortgagor in one installment by virtue of this Bond.

7. Without prejudice to any other right of the Govt. in that behalf, if any amount becomes refundable or payable by the borrower to Govt., the Govt. will be entitled to recover the same as arrears or Land Revenue from the property of the Mortgage.

Contd....3-

SCHEDULE ABOVE REFERRED TO (TO BE FILLED IN BY MORTGAGOR)

In witness where of the Mortgagor has hereunder set his hand and Shri in the Ministry/office of for and on behalf of the President of India has hereunder set his hand (signed by the said ÷MORTGAGORø) in the presence of :

(Signature of Mortgagor)

Signature of Ist witness :
Name:

Address :

Occupation :

Signature of 2nd Witness :
Name:

Address :

Occupation :

Signed by Shri, in the Ministry/Office offor and on behalf and by order and direction of the President of India.

í í í í í í í í í í í í í í í í ..
For & on behalf of the President of India

Signature of Ist witness :
Name:

Address :

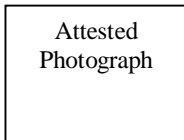
Occupation :

Signature of 2nd Witness :
Name:

Address :

Occupation :

Mortgage release dead after completion of House Building Advance Recovery with Interest.



This deed of release made on the _____ between the Divisional Railway Manager, Central Railway Jhansi, the first party and Shri/ Smt. _____ .. Resident of _____, _____ at present employed in Central Railway under _____ . The second party. Where as the second party applied for a loan of Rs. _____ to

The first party and in anticipation of loan sanction, the second party had mortgaged his plot in favour of the first party, which was registered in Sub. Registrar Office, Jhansi on _____ .. in Book _____ on pages _____. At serial number _____ .

The loan applied for Rs. _____ .. by the second party has return by _____ .. on _____ consequently, the plot mortgaged by the second party in favour of the first party is released (discharged).

APO

ADRM

contd _____ 2

Schedule of the property, which is being released

A plot land measuring í í í í í í í í í í .. situated in í í í í í í í í
í í í í í í í í í í . Bound as = North í í í í í í í í í í í í í í í South
í East í í í í í í í í í í í í West
í ..

Signature of First Party í í í í í í í í í í

Signature of Second Pary í í í í í í í í í í .

Witness (1) í í í í í í í í í í í í í í í í

Witness (2) í í í í í í í í í í í í í í í í .