

**APPLICATION FORM FOR HOUSE BUILDING ADVANCE**

1. Name (in block letters) .....
2. Designation ..... Ticket No..... Division/Unit .....
3. Post hold (i) Permanent .....
- (ii) Temporary .....
- (iii) Length of service on the date of application .....
4. (a) Date of birth ..... (b) Date of appointment .....
- (c) Date of confirmation ..... (d) Date of retirement .....
5. Basic pay and scale of pay .....
- (a) Whether governed by pension rules : Yes/No
- (b) P.F.A/C No. ....
- (c) Amount of Provident Fund/Other advance/Final withdrawal taken for purchase of land construction (An attested copy of the sanction to be enclosed)
6. My salary particulars are as under: -  
Basic Pay ..... DA ..... HRA .....
- CCA ..... Spl pay ..... Other allowances .....
- Gross Salary .....

**Deductions :-**

- P.F ..... V.P.F ..... CCS Loan ..... Profession Tax .....
- Other recoveries .....
- Total Deductions ..... Net payable .....

Signature of applicant .....

Designation .....

No.....

Office of .....

Station .....

Date .....

Forwarded to .....for further disposal. It is Certified that the particulars shown from item 1 to 6 above have been verified and found correct.

*Signature of Controlling Officer*

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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 & developed	Approx area (in Sq meters)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not free hold
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(a) Cost

(b)

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(B) Construction

Area to be constructed (in Sq Mtrs) (Floor-wise)	Estimated cost	Amount of advance required for construction	No. of installment for repayment
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Ground Floor

I Floor

II Floor

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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	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 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:-

Location With Address	Plinth Area	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
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(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 Rs.	Reason for acquiring another house or enlarging the existing house
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Have you enclosed-

- The relevant construction plan approved by the municipal authority concerned.
- 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

- 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
- I have read the rules regulating the grant of advance to Central Govt.servants for purchase/construction of building etc. and agree to abide the terms and conditions stipulated therein.

3. I certify that\*

(i) My wife /husband is not a Central Government Servant .....  
..... has not applied for and .....  
..... or obtained an advance under these Rules.

My wife/husband who is a Central Government Servant

(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 of State Housing Scheme)

(iii) The construction of the house of which the advance has been applied for has not yet been commenced.

*Signature of the Applicant*

Designation:

Station:

Date:

Department/Office in which employed

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\*Strike out the alternative (s) not applicable.

Important – The applicant is advised to enclose a copy of the section under the conduct rules to avoid delay in processing this application.

DOCUMENTS ENCLOSED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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Signature of Controlling Officer

Name .....

Designation .....

(FOR USE IN THE MINISTRY OR HEAD OF DEPARTMENT)

I have scrutinized the application of Shri/Smt/Kumari .....  
(Designation) ..... Basic pay Rs .....

I have satisfied myself that the application has /will get a clear unencumbered title to the property my recommendations are as follows:-

- (i) Amount to be approved ..... Rs.....
- (ii) No. of installment for recovery :-
  - (a) Principal Rs ..... P.M ..... in installments
  - (b) Interest at Rs. .... P.M ..... in installments
- (iii) Amount adjustable from DCRG (60% or 70%) if any ..... Rs ..... HOD/DRM may kindly approve to the

Grant of HBA of Rs .....  
(as detailed in the office Note at .....)

Signature:  
Name:  
Designation:  
Office:

HOD

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DRM

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Order of HOD/DRM

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Signature of HOD/DRM