

**APPLICATION FOR GRANT OF
HOUSE BUILDING ADVANCE**

(TO BE FILLED BY THE APPLICANT)

1	NAME (IN BLOCK LETTERS)	:	
2	PN NO. & INSTALLATION	:	
3	POST HELD (I) PERMANENT (II) TEMPORARY/OFFG.	:	
4	LENGTH OF SERVICE ON THE DATE OF APPLICATION	:	
5	PRESENT BASIC PAY	:	
6	WHETHER GOVERNED BY PENSION RULE	:	
7	DATE OF BIRTH	:	
8	DATE OF APPOINTMENT	:	
9	DATE OF RETIREMENT	:	
10	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			
11	IF ADVANCE IS NEEDED FOR PURCHASE OF A PLOT AND/OR CONSTRUCTION OF A NEW HOUSE, PLEASE GIVE THE FOLLOWING INFORMATION :		

A – PLOT

1	2	3	4	5	6
LOCATION WITH ADDRESS	RURAL/URBAN	IT IS CLEARLY DEMARCATED DEVELOPED	APPROXIMATE AREAS (SQ MTRS)	(A) COST (B) AMOUNT ACTUALLY PAID	IF NOT PURCHASED WHEN PROPOSED TO BE ACQUIRED

: 2 :

7	8	9	10	11
UNEXPIRED PORTION OF LEASE IF NOT FREEHOLD	FLOORWISE/AREA TO BE CONSTRUCTION	ESTIMATED COST	AMOUNT OF ADVANCE REQUIRED(FOR LAND/CONSTRUCTION OR BOTH)	NO. OF INSTALLMENTS PREFERRED FOR PAYMENT

12) IF ADVANCE IS REQUIRED FOR ENLARGING THE EXISTING HOUSE PLEASE :

1	2	3	4	5
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

6	7	8	9
TOTAL PLINTH AREA (1 + 2)	TOTAL COST (1 + 2)	AMOUNT OF ADVANCE REQUIRED	NO. OF INSTALLMENTS FOR REPAYMENT

NOTE :	IF THE ENLARGEMENT IS PROPOSED ON ANY FLOOR OTHER THAN GROUND FLOOR A CERTIFICATE FROM AN APPROVAL ENGINEER TO THE EFFECT THAT FOUNDATIONS OF THE EXISTING STRUCTURE CAN SAFELY TAKE THE LOAD OF THE PROPOSED ENLARGEMENT, SHOULD ENCLOSED.)
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13. IF ADVANCE IS REQUIRED FOR PURCHASING A READY BUILT HOUSE / FLAT, PLEASE STATE :

1	2	3	4	5	6	7	8
LOCATION WITH ADDRESS	PLINTH AREA (IN SQ. METRS)	WHEN CONST-RUCTED	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 REPAY

MISCELLANEOUS

14. IF YOU OR ANY DEPENDENT MEMBER OF YOUR FAMILY ALREADY OWNS A HOUSE, PLEASE STATE :

1	2	3	4
LOCATION WITH ADDRESS	PLINTH AREA (FLOOR WISE)	PRESENT FAIR MARKET VALUE	REASON FOR ACQUIRING ANOTHER HOUSE OR ENLARGING THE EXISTING HOUSE

15. HAVE YOU ENCLOSED :

I)	THE RELEVANT CONSTRUCTION PLAN APPROVED BY THE MUNICIPAL AUTHORITY CONCERNED AND	
II)	DETAILED CONSTRUCTION ESTIMATE BASE IN CENTRAL/STATE PWD 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 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 ADVANCE TO CENTRAL GOVERNMENT SERVANTS FOR PURCHASE OF LAND AND PURCHASE /CONSTRUCTION OF BUILDINGS ETC., AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS STIPULATED THEREIN.

- (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 NOT 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) THE CONSTRUCTION OF THE HOUSE FOR WHICH THE ADVANCE HAS BEEN APPLIED FOR HAS NOT YET COMMENCED.

STATION : _____

SIGNATURE OF THE APPLICANT : _____

DATE : _____

DESIGNATION : _____

DEPARTMENT / OFFICE IN WHICH EMPLOYED : _____

(TO BE COMPLETED BY THE APPLICANT'S HEAD OF THE DEPARTMENT,
I.E. DEPOT MANAGER / HEAD OF SECTION AT THE HEAD OFFICE).

PN NO.: _____

STATION : _____

DATE : _____

I HAVE SCRUTINISED 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 :

1	AMOUNT TO APPROVED.
2	NO. OF INSTALLMENTS.
3	INTEREST.
4	AMOUNT OF GRATUITY/DEATH-CUM-RETIREMENT GRATUITY DUE ON THE DATE OF HIS SUPERANNUATION.
5	AMOUNT OF MONTHLY DEDUCTION (REFERENCE RULE 4(B)).
6	CERTIFIED THAT THE AMOUNT OF MONTHLY DEDUCTION SUGGESTED AT ABOVE FALLS WITHIN THE REPAYING 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 SANCTIONED PLAN DETAILED ESTIMATES SPECIFICATION, ETC, IS FORWARDED HEREWITH. THE PROVISION OF RULES 2 (B) OF THE RULES MAY ALSO BE RELAXED AS SPECIAL CASE.

DATE : _____

SIGNATURE OF THE DEPOT MANAGER /

HEAD OF THE SECTION : _____

NAME & ADDRESS OF DEPOT :

