

GRANT OF ADVANCE FOR PURCHASE OF LAND OR  
PART/FULL CONSTRUCTION, ENLARGEMENT ETC., OF A HOUSE

**APPLICATION FORM**

*(To 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 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) .....

**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 (1)	Rural/ Urban (2)	Is it clearly demarcated & developed (3)	Approximate area (in sq mtrs.) (4)	(a) Cost (b) Amount actually paid (5)	If not purchased when proposed to be acquired (6)	Un-expired portion of lease if not free hold (7)
				(a) (b)		

B. Construction

Floor-wise area to be constructed (in Sq.mtrs.) (8)	Estimated cost (9)	Amount of advance required (for land/construction/both) (10)	No.of installments for Repayment (11)
G. Floor I Floor II Floor			

8. If advance is required for enlarging the existing house, please state:

Location with address (1)	Plinth area (in sq mtrs) (2)	Plinth area proposed for enlargement (in sq. mtrs.) (3)	Cost of construction acquisition of existing house (4)	Cost of proposed enlargement (5)	Total Plinth area(2 + 3) (6)	Total cost(4+5) (7)	Amount of advance required (8)	No. of installments for repayment (9)

[Note: - If the enlargement is proposed on any floor other than ground floor a certificate from an approved Engineer to the effect that foundation 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 (1)	Plinth area (in sq. mtrs.) (2)	When constructed (3)	Price settled (4)	The Agency from whom to be purchased (5)	Amount (a) Already paid (b) To be paid (6)	Amount of advance required (7)	No. of installments for repayments (8)
					(a) (b)		

MISCELLANEOUS

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

Location with address	Plinth area (Floor-wise)	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 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 the various items indicated above is true to the best of my knowledge and belief.
- 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 therein.
- I certify that<sup>1----</sup>
  - 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;
  - 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);
  - The construction of the house for which the advance has been applied for, has not yet been commenced.

Station .....

*Signature of the applicant* .....

Dated .....

Designation .....

Department/Office  
in which employed .....

1. Strike out the alternative(s) not applicable

(For use by the Ministry or Head of Department)

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: -

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

1. Date of appointment	...	...	
2. Date of retirement	...	...	
3. Pay	...	...	
4*. 50 months' pay	...	...	₹
5. Cost ceiling for construction	...	...	₹
6. Amount of G.P. Fund withdrawal and/or any other advance to be adjusted	...	...	₹
7. Advance entitled (5 minus 6)	...	...	₹
8. Estimated/Assessed cost of construction	...	...	₹
9. Expected date of starting recovery	...	...	
10. No. of monthly installments	...	...	
11. Repaying Capacity.			
(a) Proposed rate of recovery	...	...	₹
(b) Amount recoverable at the proposed rate of recovery	...	...	₹
(c) Amount adjustable from DCRG (60% or 70%)	...	...	₹
12. Approximate amount of interest	...	...	₹
13. Amount of advance that can be sanctioned based on repaying capacity	...	...	₹
14. Amount of HBA recommended for sanction (The least of 4, 7, 8. and 13)	...	...	₹

15. Rate or recovery:

(a) Principal: ₹ .....in installments of ₹ .....each.

(b) Interest : ₹ ..... in installments of ₹ .....each.

An advance of ₹ .....may be approved in <sup>1</sup>relaxation of Rule 4 (b) of House Building Advance Rules.

SO / AE

**Orders of the Head of Department**

Head of Department

<sup>1</sup> Delete of not applicable.

\* 34 months' pay in the pay band