

APPLICATION FOR HOUSE BUILDING ADVANCE

1. Name of the applicant :
(In Block letters)
2. Designation (with scale of pay) :
3. Name of Department :
4. Emoluments on which the loan is admissible :
 - I) Pay :
 - ii) Dearness pay :
 - iii) Special pay :
 - iv) Total :
5. Amount of advance applied for :
6. Purpose of the advance :
7. Assessed cost of construction :
8. Whether any advance has been Drawn previously for house building Repairs, under any rules/ schemes, if so :
 - I) Date of drawl of the advance :
 - ii) Purpose for which the advance was drawn :
 - iii) Amount of the advance drawn :
 - iv) Pay on which such advance was calculated :
 - v) Rules Scheme under which the advance was drawn :
 - vi) Whether the house so built/ purchased with the advance has been sold, If so, indicate sale proceeds :
9. Date of entry in to Govt. service :
10. Date of superannuation :
11. Whether permanent or temporary Govt. servant. If temporary, adequate surety of permanent Govt. servant to be furnished in addition to mortgaging the house to Govt. :
12. An undertaking to the effect that the balance if any, left after the use of the advances for the purpose for which it is taken will be refunded to Govt. immediately. :
13. The place and full particulars of the house for which the advance is required, place; where the house/ plot is situated. :
14. A certificate to the effect that the advance is required for the bonafide personal residence. :

15. A certificate to the effect that the applicant has an undisputed title of the house/plot. :
16. Documentary proof to show that the house is required to be constructed within the year. OR Documentary proof that the plans etc has been approved from the local body concerned. OR Documentary proof to show that the bargain for the purchase of plot/house as the case may be has been finalized. :
17. Certified copy of the approved plans and estimate, indicating the plinth area on each floor as also the type of specification proposed to be adopted viz :
- (a) The type of flooring (patent stone/mosaic etc). :
- (b) The type of mortar to be used :
- (c) Wood work(i.e. teak ply, teak wood or other type of timber). :
- The plan should have the approval of the appropriate authority of the local body if the house to be constructed, is at a place falling within the jurisdiction of a local body. :
18. Number of installments in which the advance is proposed to be repaid :
19. Time by which the officer proposes to undertake the construction of the house and its completion :
20. An agreement duly signed by the employee in HPFR from 15 to be enclosed.

Certified that the above information is correct to the best of my knowledge and that I undertake to mortgage plot on which the house is to be built to the Government and execute a stamped mortgaged deed in accordance with the Indian Stamp duty ACT and also get it registered.

Certified that I have no residential house in Indian Territory.

Dated :

Signature of applicant