

APPLICATION FORM FOR HOUSE BUILDING ADVANCES

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/Personal 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/scheme, if so:-
 - (i) Date of drawal 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 into Government service:
10. Date of superannuation:
11. Whether permanent or temporary Government servant. If temporary, adequate surety of permanent Government servant to be furnished in addition to mortgaging the house to Government:
12. An undertaking to the effect that the balance, if any, left after the use of the advance for the purpose for which it is taken, will be refunded to Government immediately:
13. The place and full particulars of the house for which the advance is required. Place where the plot/house is situated. Surrounded by North..... South..... East..... West.....

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14. A certificate to the effect that the advance is required for the *bona fide* personal residence:
15. A certificate to the effect that the applicant has an undisputed title to 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. have 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 finalised:

17. Certified copy of the approved plan and estimates, indicating the plinth area on each floor as also the type of specifications proposed to be adopted viz.,
 - (a) the type of mortar to be used:
 - (b) the type of flooring (patent stone/ mosaic, etc.):
 - (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 instalments in which the advance is

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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 H.P.F.R. Form 15 to be enclosed:

21. (a) Whether husband/wife is in Government service:

Yes/No

(b) if yes—

(i) Government Department/Office in which employed:

(ii) whether he/she ever applied for loan for house building/purchase of built up house/ purchase of plot. If so, give details;

(iii) Date on which applied:

(iv) Whether sanctioned and if so:

(v) Amount of advance sanctioned:

(vi) Date of sanction:

(vii) Purpose for which loan was sanctioned:

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

Certified that I have no residential house in the Indian Territory.

Date:

Signature of Applicant