

**APPLICATION FOR HOUSEBUILDING ADVANCE**

**(Rule 10.16,10.17,10.18,10.19of the P.F.R.Vol-I)**

1. Name of the Applicant (in block letters) \_\_\_\_\_
2. Designation (Gazetted/Non Gazetted) \_\_\_\_\_
3. Father's/Husband's Name \_\_\_\_\_
4. Name of Deptt./Branch \_\_\_\_\_
5. Emolument on which the loan is admissible \_\_\_\_\_
6. (i) Pay \_\_\_\_\_ (ii) Grade Pay \_\_\_\_\_  
(iii) Total \_\_\_\_\_
7. Head of Account \_\_\_\_\_
8. G.P F. A/C No. \_\_\_\_\_
9. Bank A/C No. \_\_\_\_\_
10. Amount of advance applied for \_\_\_\_\_  
Recoverable in \_\_\_\_\_ instalments of ₹. \_\_\_\_\_
11. Purpose of advance now: applied for \_\_\_\_\_
12. Whether any advance has been drawn previously for house building/repairs/Extension of house under any rules/scheme if so:
  - i. Date of drawal of the advance \_\_\_\_\_
  - ii Purpose for which the advance was drawn. \_\_\_\_\_
  - iii Amount of advance drawn \_\_\_\_\_
  - iv Pay on which such advance was calculated:  
Basic Pay \_\_\_\_\_ S.P. \_\_\_\_\_ Total \_\_\_\_\_
  - v. Rules/scheme under which the advance was drawn. \_\_\_\_\_
13. Whether the house built with an advance has been sold if so, indicate sale proceeds; \_\_\_\_\_
14. Whether the house/plot purchased/constructed with the advance has been mortgaged to Govt. as prescribed under the rules; \_\_\_\_\_
15. (a) Date of birth of the applicant \_\_\_\_\_  
(b) Date of entry into Government service. \_\_\_\_\_  
(c) Date of superannuation \_\_\_\_\_

16. Whether husband/wife is a Government servant, if so, whether he/she has obtained any house building advance from Government. \_\_\_\_\_
17. Whether permanent or temporary Government servant, if temporary adequate surety of permanent Government servant to be furnished in addition to mortgaging the house to Govt. in the prescribed form on non-judicial paper worth Rs.15/-.
18. PURCHASE OF PLOT
- (i) (Whether advance is required for the purchase of plot, if so, the details of the source of the plot purchased, the approx. cost and a documentary proof with regard to the clear title of the seller of the plot may be attached (see rule 10.16 (vii) of P.F.R.Vol-I) \_\_\_\_\_
- (ii) Whether the sanction of Govt. for the purchase of plot, if negotiated from a source other than regular or reputed dealer has been obtained as required under Govt. Employee's Conduct Rules, 1966 if so, a copy of the sanction be attached. \_\_\_\_\_
- (iii) A certificate to the effect that the advance is required for the construction of house at place for personal residence may be attached \_\_\_\_\_
19. CONSTRUCTION OF HOUSE:
- (a) whether advance is required for the construction of house on plot already purchased with own resources or from Government money if so, an attested copy of the conveyance deed executed may be attached. \_\_\_\_\_
- (b) A certificate to the effect that the sum will be utilized for construction of house only and if there are any surplus funds after the house has been completed, that will be refunded at once may be attached. Rule (10.16(ix). \_\_\_\_\_
- (c) Documentary proof that the plans etc. have been approved by the HUDA/MC/Tehsildar concerned. \_\_\_\_\_
20. REPAIR OF HOUSE:  
In case the advance is required for repair, a certificate to the following effect be added: -
- i. The repairs are required to make house rehablitable \_\_\_\_\_
- ii. These are not in the nature of ordinary repairs. \_\_\_\_\_
- iii. These involve an outlay larger in comparison with the value of the house and that no such advance for the repair has previously been drawn in respect of the same house and that ten years have elapsed since the drawal of the advance in case of any advance from the Government (Rule 10.19 of P.F.R. Vol-I). \_\_\_\_\_
21. EXTENSION OF HOUSE:  
Whether the house proposed to be extended was constructed with the financial assistance from the State Government if so, the details of the loan obtained may be specified as under: -
- i. Total loan obtained \_\_\_\_\_
- ii. Pay at the time the loan was obtained  
Basic Pay ₹. \_\_\_\_\_ S.P \_\_\_\_\_ Total ₹. \_\_\_\_\_

iii. If the loan was obtained under any other scheme the total amount of loan may be indicated \_\_\_\_\_

iv. Documentary proof that plan for extension has been approved by the local body or the Estate officer/Tehsildar. \_\_\_\_\_

v. If any advance was drawn for repairs of the house earlier full details thereof may be indicated. \_\_\_\_\_

22. BUILTUP HOUSE/Flat:

In case the advance is required for the purpose of built up house the following certificate may be attached \_\_\_\_\_

i. Documentary proof to show that the bargain for the purchase of house has been finalized. \_\_\_\_\_

ii The place and the full particulars of the house for which the advance is required \_\_\_\_\_

iii Location of the dwelling unit in an approved colony. \_\_\_\_\_

iv Valuation from B&R/MC/Teh. \_\_\_\_\_

v. Clear title of House duly verified by HUDA/MC/Teh. \_\_\_\_\_

23. A certificate to the effect that the advance is required for the bonafide personal residence. \_\_\_\_\_

24. A certificate to the effect that the applicant has an undisputed title to the house/plot in the case of purchase of a built up house a certificate may be furnished that the house is free from all encumbrances. \_\_\_\_\_

25. Whether any funds earmarked for you either by the Deptt. or the FD was surrendered during the last financial year and of so, full particulars thereof together with reasons for surrendering the amount may be given. \_\_\_\_\_

26. An affidavit on non-judicial paper worth ₹ 3/- that the applicant has no other house/plot in India. \_\_\_\_\_

It is certified that the information given above is complete and true to the best of my knowledge and nothing has been concealed therein.

Dated :

( **Signature of the Applicant**)

**Designation:** \_\_\_\_\_

**Branch:** \_\_\_\_\_

It is certified that the above information supplied by the applicant is correct according to the official record maintained in this office. It is also certified that the advance of ₹ \_\_\_\_\_ applied for is admissible and all formalities required to be complied with have been completed.

Place:

**Signature of Sanctioning Authority**

Dated: