

**Application Form for Grant of Advance for Purchase of Land and/of Part/full  
Construction/Enlargement, etc. of a house**  
(To be filled in by the application)

**GENERAL**

1. Name (in block letters).....
2. Post held (i) permanent.....  
(ii) Temporary/Offg..... 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 retirement.....
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 / of for construction of a new house, please give the following information :-

**A. Plot**

Location with address	Rural/Urban	Is it clearly demarcated & developed	Approx. Area (in sq. mtrs)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold
1	2	3	4	5	6	7
				(a)		
				(b)		

**B. Construction**

Floor-wise area to be constructed	Estimated cost	Amount of advance required (for land/construction/both)	No. of instalments for repayment
8	9	10	11

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

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	Total plinth area (2+3)	Total cost (4+5)	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8	9

Note :- If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations 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	Plinth area	When constructed	Price settled	The Agency from whom to be purchased	(a) Amount already paid (b) to be paid	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8
					(a)  (b)		

## Miscellaneous

10 . If you or any dependent member of your family already owns a house, please state :-

Location with address	Plinth area (floor-wise)	Present fair market value	Reason for acquiring another house of enlarging the existing house
1	2	3	4

10. Have you enclosed (a) the relevant construction plan approved by the Municipal authority concerned and (b) detailed construction estimates based on Central/State P.W.D. Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified Engineer.

**Declarations**

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 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.

3. I certify that

- (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 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 of State Housing scheme).
- (iii). The construction of the house for which the advance has been applied for, has not yet been commenced.

Station.....

Signature of applicant.....

Date.....

Designation.....

Department/Office in which employed .....

Strike out the alternative(s) not applicable.

(To be completed by the applicant's Head of Deptt.)

File No..... Station..... Date.....

I have scrutinised the application of Sri/Sm t/ 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) Amount to be approved
- (ii) No. of instalments of recovery.
- (iii) Interest to be adjusted.
- (iv) Amount of Gratuity/death-cum-retirement gratuity due on the date of this superannuation to be adjusted.
- (v) Amount of monthly deduction [Ref. Rule 4(b)]

- Certified that the amount of monthly deduction suggested at (v) above falls within the paying capacity of the applicant.

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

Application along with a copy of the sanctioned Plan, detailed estimates, specification , etc. is forwarded herewith . The provision of Rule (2) (b) of the Rules may also be relaxed as a special case.

Date.....

Signature.....

Designation.....

Name and full address of the Dpeptt.....