

FOR USE IN THE MINISTRY OF WORKS & HOUSING

GOVERNMENT OF INDIA
MINISTRY OF WORKS AND HOUSING

Department/Office: _____ F. No. _____

Sub : GRANT OF ADVANCE FOR PURCHASE OF LAND/OR PART/FULL
CONSTRUCTIONS/ENCLARGEMENT ETC. OF A HOUSE

Indexed on _____ Initial _____

Record C. Destroy in _____

Initial of Clerk _____

Initial of S.O. _____

APPLICATION FORM
(To be filled by the Applicant)

General:

1. Name (in block letters): _____
2. Post Held:
 - i) Permanent _____ in the Ministry/Office of the

 - ii) Temporary/officiating _____
 - iii) Length of service on the date of application: _____
3. Present pay as defined in Rule 4(b) & 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 sanctioned to be enclosed):

Contd...p/2

7. If advance is need for purchase of a plot and/or for construction of a new house, please give the following information:

A) PLOT:

Location and address	Rural/Urban	Is it clearly demarcated and developed	Approximate area (in sq.mtrs)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired position of lease if not free hold
1	2	3	4	5	6	7

B) CONSTRUCTION:

Floor-wise area to be constructed	Estimated cost	Amount of advance required (for land/construction/both)	No. of installments 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 const./acquisition of existing house	Cost of proposed Enlargement	Total plinth cost/area (2+3)	Total cost (4+5)	Amount of Adv. Required.	No. of installments 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 the foundations of the existing structure can safely take the load of the proposed enlargement should be enclosed.

Contd...p/3

9. If advance is required for purchasing a ready built house/flat.

Location with address	Plinth area	When constructed	Price settled	The Agency from whom to be purchased	(a) Amt. already paid (b) to be paid	Amount of advance required	No. of installments for repayment
1	2	3	4	5	6	7	8
					a)		
					b)		

10. MISCELLANEOUS

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	Reasons for acquiring another house/enlarging the existing house
1	2	3	4

11. Have you enclosed:

- The relevant construction plan approved by the Municipal authorities concerned.
- 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

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 regularizing the grant of advances to Central Government Servants for purchase of land and purchase/construction of buildings etc. and agree to abide by the terms and conditions stipulated therein.
3. I certify that:
 - a) 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 on advance under these rules.
 - b) Neither I nor my wife/husband/minor child has applied for an/or obtained any loan or advance for acquisition of a house in the past from any Govt. source (e.g. Ministry of Rehabilitation or under any Central/State Housing Scheme).
 - c) The construction of the house for which the advance has been applied for, has not yet been commenced.

Signature of the applicant _____

Designation _____

Date/office in which employed _____

Station:

Date :