

F O R M - I
(See Rule 5)

**APPLICATION FORM FOR THE GRANT OF AN ADVANCE TO THE GOVERNMENT
EMPLOYEE FOR;**

- (a) **Purchase of Site-Cum-Construction of house/
Flat.** :
- (b) **Purchase of Ready built house/Flat** :
- (c) **Construction of house/flat on the site already
owned by the applicant/spouse/minor child.** :
1. (a) Name (in block letters) :
- (b) Designation :
- (c) Scale of Pay :
- (d) Basic Pay :
2. (a) Department & Office in which employed. :
- (b) Administrative Department of Secretariat. :
- (c) Station where posted. :
3. Please state:-
- (1) Whether you are a permanent or non-permanent :
Govt. employee and the length of service rendered :
under the Government. :
- (2) Your permanent post (if any and the name of office :
and Department concerned). :
- (3) Date of birth and age at next birth day. :
- (4) Date on which you will attain the age of 58/60 years. :
- (5) Is your wife/husband a State Government employee?:
If so, give her/his name, designation, department,
under which employed etc.,
4. Do you or your wife/husband/minor child already own :
house/flat or have a house/flat acquired through hire :
purchase or otherwise? If so, please state:-
- (i) Station where it is situated with exact address. :
- (ii) Floor area (in Sq. Fts.). :
- (iii) Its approximate valuation. :

(iv) Reasons for desiring to own another house. :

5.(a) Do you require the advance for building a new house/ flat? If so, please indicate:-

(1) Approximate floor area of the house proposed to be constructed (in Sq. Ft.). :

(2) Estimated Cost :	Cost of land Rs.
	Cost of Building, Rs.
	Total : Rs.

(3) Amount of Advance required (Rs.) :

(4) No. of monthly instalments in which the advance is proposed to be repaid. :

(i) Principal :

(ii) Interest :

(A Plan of the house should accompany the application)

Note:- Entries in Column 2 above will have to be supported by specifications, estimates and plan at the appropriate stage.

(b) Whether you are already in possession of the land? If so, please state;- :

(1) Name of the city or town where it is located. :

(2) Whether you wish to settle there, after retirement. :

(3) Area of the plot (in Sq. Yards) :

(4) Name of the Municipal or other local authority (If any) in whose jurisdiction it is located :

6. If not plot of land is already in your possession, how and when do you propose to acquire one? State the approximate plot area (in Sq. Ft.) proposed to be acquired. :

7. Do you require the advance for purchase of ready built house / flat? :

(a) (i) If so, and in case you already have a house/flat in view, please state. :

(1) Exact location of the house/flat. :

(2) Floor area of the house/flat (in Sq. Ft.). :

(3) Plinth Area of the house/flat (in Sq.Ft.). :

(4) Age of the house/Flat. :

(5) Municipal valuation of the house/flat. :

(6) Name & Address of agency offering for sale. :

(7) Approximate price expected to be paid. :

(8) Amount of advance required. :

(9) No. of monthly installments in which the advance
with interest is proposed to be paid. :

(ii) Have you satisfied yourself that the transaction
would result your acquiring an undisputable title to
the house / flat? :

N o t e :- A plan of the house/flat should accompany the application.

(b) If you ot already have a house/flat in view, how, when:
and where do you propose to acquire one? Indicate.

(1) The approximate amount to which you are prepared:
to buy a house/flat.

(2) The approximate amount of advance required. :

**N o t e :- Details specified against item(7) (a) above should be furnished in this case also as
soon as possible and in any case before the full amount of the advance can be
dawn.**

(3) No. of monthly installments in which the advance
with interest is proposed to be repaid. :

8. Is the land on which the house/flat stands or is proposed :
to be constructed, free hold or lease hold? If lease hold,
State:-

(1) the terms of the lease :

(2) how much of the term already expired. :

(3) whether conditions of the lease permit the land
being mortgaged to Government.

(4) Premium paid for the plot. :

(5) Annual rent of the plot. :

N o t e :- A copy of the lease/sale deed should accompany the application.

9 (a) Is your title to land/house/flat un-disputed and free
from encumbrances ? :

(b) Can you produce, if required, original documents :

(sale of lease deed) in support of your title? If not, state reasons therefor indicating what other documentary proof, if any, can you furnish in support of your claim?
(See item 5(b) and 6 above).

(c) Does the locality in which the plot of land/house/flat is situated possess essential services like roads, water supply, drainage, sewerage, street lighting, etc., (Please furnish a site plan with complete address).

10. In case you happen to be due to retire from service :
within ten years of the date of this application and are eligible for the grant of a gratuity or retirement gratuity, do you agree by giving a declaration in the Agreement From that the Government shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of your retirement from the whole or any specified part of the gratuity that may be sanctioned to you ?

11. Is rule 5(b) applicable to your case? If so, state:-

- (i) The name, designation, scale of pay/Office/ :
Department, etc., of the permanent Government Servant who is willing to stand surety for you.
- (ii) The date on which the proposed surety is due to :
attain the age of 58/60 years.

DECLARATIONS

I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the post of my knowledge and belief.

2. I have read the Rules regulating the grant of loans to State Government employees for house building purposes and agree to abide by the terms and conditions stipulated therein.

3. I certify that*

- (i) my wife/husband is not a Government servant
my wife/husband who is a Government servant.
has not applied for and / or obtained an advance under these Rules.
- (ii) neither I nor my wife/husband has applied for and/or obtained advance or or loan from any other Government source for the acquisition of a house.

Station:

Date :

Signature of the applicant
Designation: