

RAJYA SABHA SECRETARIAT
NEW DELHI

**GRANT OF ADVANCE FOR PURCHASE OF LAND/OR PART/FULL CONSTRUCTION/
ENLARGEMENT, ETC., OF A HOUSE**

APPLICATION FORM

(To be filled by the applicant)

GENERAL

1. Name (in block letters).....
2. Post held (I) Permanent.....
(II) Temporary/Offg.....
(III) Length of service on the date of application.....
3. Present pay as defined in Rule 4 (b) & scale of pay.....
4. Date of retirement.....
5. 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.

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

A. Plot:—

Location with address	Rural/urban	Clearly demarcated & developed	Approximate area (in sq. mtrs.)	(A) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not free-hold
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/constructor./both)	No. of instalments for repayment
8	9	10	11

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

(NOTE:—If the enlargement is proposed of 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).

8. 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	Amount (a) 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

9. If you or any dependant 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 or enlarging the existing house
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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.

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 Govt. Servant/my wife/husband who is a Central Govt. Servant has not applied for and/or obtained any advance under these rules ;

(ii) neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advances for acquisition of a house in the past from any Govt. source (e.g Ministry of Rehabilitation or under any Central or 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 the Applicant

Date.....

Designation.....

Department/Office in which employed.....

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*Strike out the alternative (s) not applicable.