

(REVISED)

**APPENDIX - 7**

(See Rule 159)

**APPLICATION FORM FOR LOAN UNDER THE HOUSING SCHEME  
( STATE AND CENTRAL GOVERNMENT SERVANTS)**

Particulars of Loanee.	1. Name (Block letters) .....
	2. Designation .....
	3. Department .....
	4. Place of Posting .....
Passport	5. Whether Temporary/Permanent/Officiating/Adhoc/ Co-terminus .....
	6. Date of First appointment .....
Photo.	7. Length of service on the date of application. ....
	8. Present pay (Basic+NPA+SI) .....
	9. Scale of Pay .....
	10. Date of birth and the age on next birthday.....
	11. Date of Superannuation.....

**PARTICULARS RELATING TO ADVANCE**

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

**A. PLOT**

- a) Plot No.....
- b) Location.....
- c) Rural/Urban.....
- d) Is it clearly demarcated and developed?.....
- e) Approximate area in (sq. ft.).....
- f) Cost/actual amount paid.....
- g) If not purchased, when  
proposed to be aquired ?.....
- h) Unexpired portion of Lease if not freehold .....

**Note** : Copy of Parcha / Lease / Sale Deed to be attached with this application.

**B : CONSTRUCTION**

Floor-wise area to be constructed (in Sq. Ft.)	Estimated Cost.	Amount of advance required for land Construction/ Both.	No. of instalments for repayment.
1	2	3	4
Ground Floor			
1st Floor			
2nd Floor			

13. If advance is required for enlarging the existing house, please state.

- a) Plot No. ....
- b) Location .....
- c) Plinth Area (in sq. ft.) .....
- d) Plinth Area proposed for  
enlargement (in sq. ft.) .....
- e) Cost of construction/  
acquisition of existing house.....
- f) Cost of proposed enlargement .....
- g) Total plinth area (c+d) .....
- h) Total cost (e+f) .....
- i) Amount of advance required.....
- j) Number of instalments for .....  
repayment.

**NOTE :** If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer (UD&HD/RDD/PWD) to the effect that the foundation of the existing structure can safely take the load of the proposed enlargement, should be enclosed).

14. If advance is required for purchasing a ready built house/flat, please state.

- a) Location with address .....
- b) Plinth Area .....
- c) When constructed .....
- d) Price settled .....
- e) The agency from whom to be  
purchased .....
- f) Amount    a) already paid .....
- b) to be paid .....
- g) Amount of advance required .....
- h) Number of instalments for repayment .....

**15. MISCELLANEOUS**

If you or any dependent member of your family already own(s) a house, please state

- a) Location with address .....
  - b) Plinth Area (Floor-wise)
    - 1.....
    - 2.....
    - 3.....
    - 4.....
    - 5.....
  
  - c) Present fair market value .....
  - d) Reason for acquiring another house or enlargement to the existing house .....
16. a) Is your title to the land/ house undisputed and free for encumbrances? . .....
- b) Can you produce, if required original documents in support of your title? If not, state reason therefor indicating what other documentary proof, if any, can you furnish in support of your claim. ....
  - c) Does the locality in which the plot of land /house is situated possess essential services like road, water supply, drainage, sewerage, street lighting etc?. .....
17. In case you are due to retire from service within ten years of the date of this application and are eligible for the grant of gratuity or DCRG, do you agree by giving a declaration in the Agreement Form that the Govt. shall be entitled to recover the balance of the said advance together with interest remaining unpaid at the time of your retirement or death preceding retirement from whole or any specified part of the gratuity that may be sanctioned to you ?.....

18. (For AIS employees in State Cadre/Deputation).  
If Rule 5 (b) is applicable to your case? If so, state.

a) The name, designation, scale of pay,  
department /office etc. of the permanent  
Government servant who is willing to stand  
surety for you. ....

b) The date on which the proposed surety  
is due to attain superannuation. ....

19. Have you enclosed ?

a) Parcha copy or Sale/ Lease Deed copy ? .....

b) The relevant construction Plan (Blue Print Plan)  
approved by the UD&HD/RD for Urban/Rural area  
respectively .....

c) Detailed construction estimates based on PWD Schedule, signed  
by a qualified Junior Engineer/Engineer? .....

**DECLARATION**

1. I solemnly declare that the information furnished by me in reply to the various items indicated above and certificate given below is true to the best of my knowledge and belief. In the event of availing of loan by misrepresentation, I undertake to refund the loan amount in full alongwith the interest.

2. I have read the rules regulating the grant of advance to central/ State Government servants for purchase of land/ purchase/ Construction of building etc. and agree to abide by the terms and conditions stipulated therein.

3. I certify that:

(1) I have not taken any House Building Advance from the State Government under this rule.

\*(2) My wife/husband.....who is employed as ..... in the Department of ..... has not taken any H.B.A. loan from State Government under this rule, nor shall she/he apply for the same in future if granted to me.

(\*3) My wife/husband is not a Government servant.

( \* Strike out whichever is not applicable )

Station:.....

Dated:.....

Signature of Applicant.....

Designation.....

Department/Office in which employed.....

**( For use by the applicant's Head of department / Office)**

I have scrutinised the application of Shri/Smt/Kumari .....  
(Designation) ..... and have satisfied myself of the correctness of the facts etc. stated therein. My recommendations are as follows:

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

1. Date of appointment .....
2. Date of retirement .....
3. Pay (Basic+NPA+SI) .....
4. 50 months pay .....
5. Cost ceiling for construction .....
6. Amount of G.P.F. withdrawal  
and / or any other advance to  
be adjusted .....
7. Advance entitled (5 minus 6) .....
8. Estimated/Assessed cost of  
construction .....
9. Expected date of starting  
recovery .....
10. Number of monthly instalments .....
11. Repaying capacity:
  - a) Proposed rate of recovery .....
  - b) Amount recoverable at the  
proposed rate of recovery .....
  - c) Amount adjustable from DCRG .....
  - d) Total (b+c) .....
12. Approximate amount of interest .....
13. Amount of advance that can be  
sanctioned based on repaying capacity .....
  
14. Amount of H.B.A. recommended for sanction  
(the least of Sl. No. 4,7,8,13 and maximum  
specified under Rule 154(i) .....
  
15. Rate of recovery :
  - a) Principal Rs.....in..... instalments of Rs.....each.
  - b) Interest Rs.....in .....instalments of Rs.....each.
  
16. An advance of Rs.....is recommended for sanction.

Signature of D.D.O.

Signature of Head of Department/  
Head of Office.