

Application form prescribed under the Rules regulating the grant of advances to Central Government servants for building etc. of houses.

Adopted by the Council vide Resolution No. 34 dated 30-4-1971 for the grant of advances to the Municipal Servants.

1. Name (in block letters) _____ In _____
2. Post held (i) Permanent _____ In _____
(ii) Temporary _____ In _____
(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 Rule _____
5. Date of Birth _____
6. Date of Retirement _____
7. Amount of Provident Fund/any other advance/final withdrawal taken for purchase of land/ construction (An attested copy of the sanction to be enclosed _____)
8. 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 | 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 free hold |
|-----------------------|--------------|-------------------------------------|-----------------------------|-----------------------------------|---|---|
| | | | | | | |

B : CONSTRUCTION

| Floor wise area to be constructed | Estimated Cost | Amount of advance required (for Construction/ Land both. | No. of instalments for repayment |
|-----------------------------------|----------------|--|----------------------------------|
| | | | |

9. If Advance is Required for—Enlarging the Existing House, please State :

| Location with address | Plinth area (in sq. mtr.) | Plinth area proposed for enlargement (in sq. mtrs.) | Cost of Construction acquisition of existing house | Cost of proposed enlargement | Total plinth area (1 plus 2) | Total cost (3 plus 4) | Amount of adv. required | No. of instalment for repayment |
|-----------------------|---------------------------|---|--|------------------------------|------------------------------|-----------------------|-------------------------|---------------------------------|
| | | | | | | | | |

Note :—If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundation of the existing structure can safely take the load of the proposed enlargement, should be enclosed.

10. 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 instalment for repayment |
|-----------------------|-------------|------------------|---------------|--------------------------------------|--|----------------------------|---------------------------------|
| | | | | | | | |

Miscellaneous :

11. 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 or enlarging the existing house |
|-----------------------|--------------------------|---------------------------|--|
| | | | |

12. 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. Scheduled prevailing in the area corrected as per relevant cost of index duly signed by qualified Engineer.

DECLARATION

- 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.
- I have read the rules regulating the grant of advances to Central Government servants for purchase of land and purchase/construction of building etc. adopted by the Council for application to the Municipal employees and agree to abide by the terms and conditions stipulated therein.

3. I certify that :—

- (a) my wife/husband is not a Central Government servants/my wife/husband/who is a Central Government servant has not applied for and/or obtained an advance under these rules.
- (b) 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 or State Housing Scheme).
- (c) the construction of the house for which he advance has been applied for, has not yet been commenced.

Station _____

Signature of the Applicant _____

Designation _____

Employee Code No. _____

Department/Branch _____

(TO BE COMPLETED BY THE APPLICANT'S HEAD OF DEPTT.)

I have scrutinised the application of Shri/Smt./Km. _____

Designation _____ in terms of Rules (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.
- (iii) Interest.
- (iv) Amount of gratuity/death-cum-retirement gratuity due on the date of his superannuation.
- (v) Amount of monthly deduction (reference 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 got/will get a clear unencumbered title to the property.

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

Dated _____

Signature _____

Name and full address of the _____

Designation _____

Department _____

(FOR USE IN THE ACCOUNTS BRANCH)

Diary No. _____

1. Approximate estimated cost of the part/full construction/enlargement of the proposed house shall be Rs. _____ as per specifications.

2. The applicant will/will not construct the following portion of the house.

Housing III Section

- | | |
|---|-----|
| (i) 50 month pay | Rs. |
| (ii) Ceiling amount permissible for construction | Rs. |
| (iii) Construction cost assessed by Civil Engineering Deptt. of N. D. M. C. | Rs. |
| (iv) Entitled amount | Rs. |
| (v) Amount of G. P. Fund withdrawal and/or any other advance to be adjusted | Rs. |
| (vi) Advance which can be approved | Rs. |
| (vii) Amount recommended by the Head of Department | Rs. |
| (viii) Amount to be approved | Rs. |
| (ix) Date of superannuation | : |
| (x) Expected date of starting recovery | : |
| (xi) No. of monthly instalments | : |
| (xii) Interest | : |
| (xiii) Total amount recoverable | Rs. |
| (xiv) Gratuity adjustable (80% or 90%) | Rs. |
| (xv) Balance recoverable | Rs. |
| (xvi) Rate of monthly recovery including component of interest | Rs. |

An advance of Rs. _____ (Rupees _____ only) may be approved in relaxation of Rules 4 (b) of House Building Advance Rules.

A draft is placed below.

Director (Accounts)

ORDERS OF THE CHAIRPERSON / PRESIDENT

Sanctioned an advance of Rs. _____ (Rupees _____ only) recoverable in _____ instalments of Rs. _____ each and last instalment of Rs. _____. The interest at the rate of _____ per annum be recovered in further _____ equal monthly instalments. The balance be adjusted as per terms of the advance, against the gratuity death-cum-retirement gratuity admissible to the applicant.

The advance be disbursed in lump sum/Instalments as under :-

1. Rs. _____ after execution of the Mortgage deed of the plot in favour of the Council
2. Rs. _____ after the construction of his house reached upto the plinth level.
3. Rs. _____ after the construction of his house reaches upto the roof level.
4. Rs. _____ after the roof on first floor is laid.
5. On production of demand letter/schedule of payments in the case of Co-op Group Housing Society.

Director (Accounts)

Chairperson / President