

APPLICATION FOR HOUSE BUILDING ADVANCE

(Rule 10,16,17,18,19 of the P.F.R. Vol-I)

1. Name of the Applicant (in block letters)_____
2. Designation (Gazetted/Non Gazetted)_____
3. Father's/Husband's Name_____
4. Name of Deptt./Branch_____
5. Emolument on which the loan is admissible_____
6. (i) Basic Pay_____
- (ii) Special Pay_____
- (iii) Total_____
7. Head of Account_____
8. Amount of advance applied for_____
- Recoverable in_____ Instalments of Rs._____
9. Purpose of advance applied for_____
10. Whether any advance has been drawn previously for house building/repairs/Extension of house under any rules/scheme if so:
 - i. Date of drawal of the advance
 - ii. Purpose for which the advance was drawn. _____
 - iii. Amount of advance drawn _____
 - iv. Pay on which such advance was calculated:
Basic Pay_____ S.P. _____ Total _____
 - v. Rules/scheme under which the advance was drawn. _____
11. Whether the house built with an advance has been sold if so, indicate sale proceeds; _____
12. Whether the house/plot purchased/constructed with the advance has been mortgaged to Govt. as prescribed under the rules; _____

13. (a) Date of birth of the applicant _____
(b) Date of entry into Government service. _____
(c) Date of superannuation _____
14. Whether husband/wife is a Government servant, If so, whether he/she has obtained any house Building advance from Government. _____
15. Whether permanent or temporary Government servant, if temporary adequate surety of permanent Government servant to be furnished in addition to mortgaging the house to Govt. in the prescribed form on non-judicial paper worth Rs.15/- _____
16. PURCHASE OF PLOT
- (i) (Whether advance is required for the purchase of plot, if so, the details of the source of the plot purchased, the approx. cost and a documentary proof with regard to the clear title of the seller of the plot may be attached (see rule 10.16 (vii) of P.F.R. Vol-I) _____
- (ii) Whether the sanction of Govt. for the purchase of plot, if negotiated from a source other than regular or reputed dealer has been obtained as required under Govt. Employee's Conduct Rules, 1966 if so, a copy of the sanction be attached. _____
- (iii) A certificate to the effect that the advance is required for the construction of house at place for personal residence may be attached. _____
17. CONSTRUCTION OF HOUSE:
- (a) Whether advance is required for the construction of house on plot already purchased with own resources or from Government money if so, an attested copy of the conveyance deed executed may be attached. _____
- (b) A certificate to the effect that the sum will be utilized for construction of house only and if there are any surplus funds after the house has been completed, that will be refunded at once may be attached. Rule (10.16(ix). _____
- (c) Documentary proof that the plans etc. have been approved by the HUA/MC/Tehsildar concerned _____

18. REPAIR OF HOUSE:

In case the advance is required for repair, a certificate to the following effect be added:-

- i. The repairs are required to make house habitable _____
- ii. These are not in the nature of ordinary repairs. _____
- iii. These involve an outlay larger in comparison with the value of the house and that no such advance for the repair has previously been drawn in respect of the same house and that ten years have elapsed since the drawal of the advance in case of any advance from the Government (Rule 10.19 of P.F.R. Vol-I). _____

19. EXTENSION OF HOUSE:

Whether the house proposed to be extended was constructed with the financial assistance from the State Government if so, the details of the loan obtained may be specified as under:-

- i. Total loan obtained _____
- ii. Pay at the time loan was obtained Total Rs. _____
Basic Pay Rs. _____ SP _____
- iii. If the loan was obtained under any other scheme the total amount of loan may be indicated _____
- iv. Documentary proof that plan for extension has been approved by the local body or the Estate officer/Tehsildar. _____
- v. If any advance was drawn for repairs of the house earlier details thereof may be indicated. _____

20. BUILT UP HOUSE:

In case the advance is required for the purpose of built up house the following certificate may be attached _____

- i. Documentary proof to show that the bargain for the purchase of house has been finalized.
- ii. The place and the full particulars of the house for which the advance is required.

iii. Location of the dwelling unit in an approved colony.

iv. Valuation from B&R/MC/Tech.

v. Clear title of House duly verified by HUDA/MC/Tech.

21. A certificate to the effect that the advance is required for the bonafide personal residence. _____

22. A certificate to the effect that the applicant has an undisputed title to the house/plot in the case of purchase of a built up house a certificate may be furnished that the house is free from all encumbrances. _____

23. Whether any funds earmarked for you either by the Deptt. Or the FD was surrendered during the last Financial year and of so, full particulars thereof together with reasons for surrendering the amount may be given. _____

24. An affidavit on non-judicial paper worth Rs.3/- that the applicant has no other house/plot in India. _____

It is certified that the information given above is complete and true to the best of my knowledge and nothing has been concealed therein.

Dated: _____ (Signature of the Applicant)
Designation: _____
Branch: _____

It is certified that the above information supplied by the applicant is correct according to the official record maintained in this office. It is also certified that the advance of Rs. _____ applied for is admissible and all formalities required to be complied with have been completed.

Place: _____ Signature of Sanctioning Authority

Dated: _____

SURETY BOND

This deed is made on the _____ day of the _____, Two thousand _____ between Sh. _____ and caste _____ and residence _____ of _____ H.No. _____ working as _____ in the office of _____ (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to Sh. _____ resident of _____ working as _____ in Office of _____ (hereinafter referred to as the borrower) of the terms and conditions in the agreement dated _____ and subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____ and/or of the mortgage deed, dated _____.

And where as Shri _____ has fulfillment of the conditions of the advance of loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows:-

- (1) In pursuance of the said agreement and in consideration of sum of Rs. _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that whatsoever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the Principle and interest under the said agreement and/or the mortgage deed.
- (2) For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.
- (3) The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed. Witness where of the parties have signed, this deed on the dates respectively mentioned against their Signature in the 52 years of the Republic of India.

Signature of the surety.

Witness

(1) **Signed by for and on behalf of the
Governor of Haryana.**

(2)

ANNEXURE-III
Agreement Deed

An agreement to be executed by Government servant at the time of or before drawing advance for the purchase of land and/or construction of house for adjustment of the balance of advance outstanding at the time of retirement against the death-cum-retirement gratuity.

An agreement made on _____ day of _____ Two Thousand _____ between _____ of _____ (hereinafter called the borrower which expression shall include his legal representative and assigns) of the one part and the Governor of Haryana (hereinafter called 'The Governor' which expression shall include his successors and assigns) on the other part.

Whereas the Borrower has agreed to purchase/has purchased for the purpose of erecting a house thereon the piece of land situated in _____ in the registration district of _____ sub-district _____ thana _____ containing _____ more or less and bounded on the north by _____ south by _____ east by _____ and on the west by _____ (hereinafter referred to the said land) for the sum of Rs. _____. And whereas the borrowers has under the provision of the Haryana Government letter No.2118-WM(I)-67/2006, dated the 5th September,1967 applied to the Governor for a loan of Rs. _____.

And whereas it is permissible under the provision of the aforementioned letter hereinafter referred to as the said order which expression shall include any amendment thereof for the time being in force that the last installment of loans together with the interest accrued thereon will be recovered from the D.C.R.G. payable at the time of retirement; provided the Government servant concerned executes an agreement to the effect and cancels any nomination made by him rule-4 (6)(b) of the New pension rules contained in Appendix-2 of the Punjab Civil Services Rules, Volume-II, so as to leave Government free to appropriate the sum found payable to him after retirement in adjustment of balance of the advance.

Now it is hereby agreed between the parties hereto that in consideration of the said orders the borrowers, having cancelled the nomination made by him under rule 4(6) (b) of the aforesaid New Pension Rules, hereby authorize the Governor to extinguish the last instalment of loan together with the interest accrued thereon from the D.C.R.G. payable to the borrower.

In witness thereof the borrower has hereunto set his hand the day and year first before witness.

Signed by the said borrower

**In the presence of
Witness:**

- 1.
- 2.

Signature of DDO

AFFIDAVIT

Rs.3/-

I, _____ S/oW/oD/o

_____ working as _____ in the

office of _____ do hereby solemnly declare and affirm that I have not drawn/drawn any house building advance (under any scheme sponsored by the Government) for the construction of house/repair of house/extension of house and purchase of plot so far as per details given below:-

Sr.No.	Amount drawn	Date of drawal	Purpose
1.			
2.			
3.			
4.			
5.			

I also solemnly declare that I am the sole owner of the plot/house_____
_____. It is further certified that the Plot/House in question is free from all encumbrances. I also declare that I have no other house either in my name or in the name of my family to live in India and I want to construct a house/repair of house/to extend my house for my own bona fide residential use on the above plot.

Certified that the balance if any, left after the use of the advance for the purpose it is taken will at once be refunded to Government. Certified that I have more than five years service period of retirement. I am not likely to retire within five years from the date of the application.

DEPONENT

Place:-

Date:-

Verification:-

The above information is true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

ANNEXURE-V
AFFIDAVIT
Rs.3/-

I, _____ S/oW/oD/o

_____ employed as _____

under the Government of Haryana do hereby solemnly declare and affirm that my wife/husband _____ is not a Government employee, and has not applied for or obtained as advance under these rules during the period of my past service.

I, also declare that the plot/house _____
_____ is not/is jointly owned by me with my wife/husband.

The above information is true and nothing has been concealed therein.

DEPONENT

Place:-

Dated:-

Verification:

The facts given above affidavit are true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Annexure-VI

I, _____ authorize the Accountant General, Haryana to recover from the death-cum-retirement gratuity, which would become due to me on the date of my superannuation retirement, the balance of outstanding house building advance with interest, in terms of the penultimate paragraph of the agreement, dated, _____

Dated: _____ Signature _____

Designation of the Government servant

Certified that I hereby cancel the nomination made by me in respect of the death-cum-retirement gratuity payable to me at the time of retirement.

Dated: _____ Signature _____

Designation of the Government servant