

( See Rule 9 )

**APPLICATION FORM PRESCRIBED UNDER THE RULES REGULATING THE GRANT OF ADVANCES TO GOVERNMENT SERVANTS FOR BUILDING, ETC., OF HOUSES**

1. (a) Name ( in block letter ) ..
- (b) Designation ..
- (c) Scale of pay ..
- (d) Present pay as defined in rule 33 of the Orissa Service Code/ Fundamental Rules 9 (21) (a). ..
- (e) Amount of net monthly pay (after all deductions are effected). ..
2. (a) Department or office in which employed. ..
- (b) Administrative Department ..
- (c) Station where posted ..
3. Please state—

Whether you are a permanent or non-permanent State Government Servant and the length of service rendered under the Government	(a) Your permanent post, if any, and the name of office and Department concerned.  (b) Do you hold a permanent appointment under the Central Government or any other State Government ? If so, give particulars.	Date of birth and age of next birth day	Date on which you attend the age of 58 years	If your wife/ husband a Government servant ? If so, give her/his name, designation, etc.
1	2	3	4	5

4. Do you or does your wife/husband/minor child already own a house ? [ See rule 2 (b) ]  
If so, please state—

Station where it is situated with exact address	Floor area ( in sq. ft. )	Its approx. valuation	Reasons for desiring to own another house or enlarging living accommodation in an existing house, as the case may be
1	2	3	4

5. Do you require the advance for building in a new house ? If so, please indicate—

Approx. floor area of the house proposed to be constructed (in sq. ft.)	Estimated cost			Amount of advance required	No. of years in which the advance with interest is proposed to be repaid
	Cost of land	Cost of building	Total		
1	2	3	4	5	6

NOTE—Entries in columns 2—4 will have to be supported by specification, estimates (in enclosed form and plan at the appropriate stage).

(b) Where you are already in possession of the land ? If so, please indicate—

Name of the city or town where it is located	Whether you wish to settle there after retirement ?	Area of plot (in sq. yds.)	Name of Municipal or other local authority (if any) in whose jurisdiction it is located
1	2	3	4

(c) If no plot of land is already in your possession, how and when do you propose to acquire one ? State the approximate plot area (in sq. yds.) proposed to be required.

6. Do you require the advance for enlarging living accommodation in an existing house ? If so, please state—

Number of rooms in the house (excluding lavatory, bath room and kitchen)	Total floor area of the room (in sq. ft.)	If an additional storey is proposed to be added, is the foundation strong enough ?	Particulars of addition desired			Amount of advance desired	Number of year in which the advance with interest proposed to be repaid
			No. of rooms	Floor area in sq. ft.	Estimate cost		
1	2	3	4	5	6	7	8

NOTE—A plan of the house should accompany the application

7. Do you require the advance for repaying loan(s) taken earlier for purchasing/constructing house? If so, please state—

Exact location of the house	Floor area of the house (in square feet)	Plinth area of the house (in square feet)	Total cost of the house including land	Name and address of parties from whom loans were taken and the amount outstanding in their favour on the date of application	Amount of advance required	Number of years in which the advance with interest is proposed to be repaid
1	2	3	4	5	6	7
			Rs.		Rs.	

NOTE—A plan of the house and specification used in constructions should accompany the application

8. Do you require the advance for purchasing a ready made house or flat—

(a) (i) if so, and in case you already have a house in view please state—

Exact location of the house	Floor area of the house (in square feet)	Plinth area of the house (in square feet)	Approximate age of the house	Municipal valuation of the house	Name and address of the owner	Approximate price expected to be paid	Amount of advance required	Number of years in which the advance with interest is proposed to be repaid
1	2	3	4	5	6	7	8	9
				Rs.		Rs.	Rs.	

(ii) Have you satisfied yourself that the transaction would result in your acquiring and undisputable title to the house?

NOTE—A plan of the house should accompany the application

(b) If you do not already have a house in view, how, when and where do you propose to acquire one? Indicate—

The Approx. amount up to which you will be prepared to buy a house	The Approx. amount of advance required	No. of years in which the advance with interest is proposed to be repaid
1	2	3
	Rs.	

NOTE—Details specified against item 8 (a) above should be furnished in this case also as soon as possible and if any before the full amount of the advance can be drawn.

9. Is the land on which the house stands or is proposed to be constructed, free holds or lease hold, state—

The term of the lease	How much of the terms has already expired	Whether conditions of the lease permit the land being mortgaged to Government	Premium paid for the plot	Annual rent of the Plot
1	2	3	4	5
			Rs.	Rs.

NOTE—A copy of lease/sa le-deed should accompany the application—

10. (a) Is your title to land/house undisputed and free from encumbrances?  
 (b) Can you produce, if required original documents (sale or lease-deed) in support of your title. If not, state reasons thereof indicating what other documentary proof if any can you furnish in support of your claim?

[ See items 5 (b), 6 and 7 above ]

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

11. In case you happen to be due to retire from service within 20 years of the date of this application and are eligible for the grant of a gratuity or death-cum-retirement gratuity, do you agree by giving a declaration in the Agreement Form that the Government shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of your retirement or death preceding retirement from the whole or as specified part of the gratuity that may be sanctioned to you?

12. If 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 55 years.

**DECLARATION**

I Solemnly declare that the information furnished by me in reply to the various item indicated above is true to the best of my knowledge and belief.

2. I have read the rules regulating the grant of advances to Government servants for building, etc., of houses 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 an advance or loan from any other Government source for the acquisition of a house.

*Signature of the applicant*

Station.....  
Date.....

Designation.....

Department/office in which employed

(To be completed by the sanctioning authority).....

No..... Station..... Date.....

Forwarded to the Works Department. The facts stated in the application have been verified and found correct.....

\*Strike out the alternative (s) not applicable.

(To be completed by the Works Department)

Scrutinised the plan and estimate along with the details furnished in by the above applicant. An advance of Rs.....(Rupees.....) only may be sanctioned for the work specified above.

*Signature*

Designation.....

Department.....

( Order of the sanctioning Authority )

Sanctioned an advance of Rs.....(Rupees.....) only to the applicant. I have satisfied myself on the basis of monthly deduction, etc. made from the applicant's salary that this amount is well within his repaying capacity.

*Signature*

Designation.....

Name of the Department.....

\*Name of the signing officer should also be indicated in block letters below his signature.