

(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 letters) :
 - (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 Govt.	(a) Your permanent post, if any, and the name of office and Department concerned. (b) Do you hold a permanent appointment under the Central Govt. or any other State Government? If so, give particulars.	Date of birth and age next birth day.	Date on which you will 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

Yes.

5. Do you require the advance for building 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.		

NOTE - Entries in columns 2--4 will have to be supported by specification estimates (in enclosed form) and plan at the appropriate state -

(b) Whether you are already in possession of the land? If so, please state -

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 the 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 acquired.

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

Note-Plan of the house should accompany the application.

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

Exact location of the house.	Floor area of the house (in sq.ft.)	Plinth area of the house (in Sq.ft.)	Total cost of the house including land.	Name and addresses of parties from whom loans were taken and the amounts 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 ?

NO

(a) (1) If so, and incase you already have a house in view please state-

Exact location of the house.	Floor area of the house (in sq. ft.)	Plinth area of the house (in sq. ft.)	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.	No. of year in which the advance with interest is proposed to be repaid.
1	2	3	4	5	6	7	8	9
				Rs.		Rs.	Rs.	

(11) Have you satisfied yourself that the transaction would result in your acquiring an 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 upto 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 B(a) above should be furnished in this case also as soon as possible and if any case 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 hold of lease hold, state-

NO

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

NOTE - A copy of the lease/sale-deed should accompany the application.

- (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 therefor indicating what other documentary proof, if any, can you furnish in support of your claim ?

(See item 5(b), 6 and 7 above)

- c) Does the locality in which the plot of land/house is situated, possess 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 to balance of the said advance with interest remaining unpaid at the time of your retirement or death preceding retirement from the whole or any 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 58 years.

DECLARATIONS

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 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.

Station ..

Date ...

Signature of the applicant.

Designation....

DEPARTMENT/OFFICE IN WHICH EMPLOYED.

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

No. Station Date

Forwarded to the Work Department. The facts stated in the application above 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 and 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.....