

APPLICATION FOR GRANT OF HOUSE BUILDING ADVANCE

- 1
 - a. Name in full (in Block Letters) :
 - b. Employee No. :
 - c. Designation :
 - d. Department :
 - e. Scale of Pay :
 - f. Present salary/Wages (Basic pay + Personal pay + Dearness allowance + AR) :
 - g. Station where posted :
 - h. Place where the house/flat etc. is proposed to be built/purchased enlarged. Specific plot no. etc. :

2. Please State:

Whether you are a confirmed employee? If so, state the period of your continuous service (refer Rule 4.2)	Date of Birth	Date of superannuation	Is your wife/husband employed in SJVN or any Govt. undertaking/ Central Govt./State Govt./ State Govt. Undertaking/ Quasi Govt? If so, give her/his name, Emp.No., Designation Department etc.
1	2	3	4

3. a. Do you require the advance for building (constructing) a new house? If so, please indicate:

Note: Entries in Cols. 2-4 have to be supported by specification estimates in enclosed form and plan at the appropriate stage.

Approx. floor area of the house proposed to be constructed (in Sq.m.)	Estimated Cost			Amount of advance required
	Cost of land	Cost of building	Total	
1	2	3	4	5

- b. Whether you are already in possession of land? If so, please state:

Name of the place where it is located	Area of the plot (in Sq. mtr.)	Name of the Municipal or other local authority (if any) in whose jurisdiction it is located
1	2	3

- c. If no plot of land is already in your possession, how when and where do you proposed to acquire one? State the approximate plot area (in mtr.) proposed to be acquired and enclose an attested true copy of a letter from the seller of the plot subject to the settlement and payment of the price, he can hand over to the applicant the vacant possession of a clearly demarcated plot of land within a period of two month from the date of the letter.
4. Do you require an advance for enlarging living accommodation in your existing house? If so, please state:

Note: A plan of the house should accompany the application.

No. of rooms in house excluding lavatory, bathroom & kitchen)	Total area of the rooms (in sq. mtr.)	If an additional storey is proposed to be added is the foundation strong enough.	Particulars of additions desired.			Amount of advance desired.
			No. of rooms	Floor area (in sq. mtr.) cost	Estimated cost	

5. Do you require the advance for purchasing a ready built house? Whether under SFS/Hire Purchase etc.

a. If so, and in case you already have a house in view:

i) Please state:

Note: A plan of the house should accompany the application.

Exact location of the house & category	Floor area of the house (in sq. mtr.)	Plinth area of the house (in sq. mtr.)	Approx. age of house, if leasehold.	Municipal valuation of the house	Name & address of owner.	Approx. price expected to be paid	Amt. of adv. req.
1	2	3	4	5	6	7	8

ii. Have you satisfied yourself that the transaction would result in your acquiring an undisputable title to the house:

b. If you do not already have a house in view, when and where do you propose to acquire one?

Please indicate:-

(Note: Details specified against 5(a) (i) above should be furnished in this case also as soon as possible and in any case before the full amount of the advance can be drawn).

Approximate amount up to which you will be prepared to buy a house	The approximate amount of advance required
1	2

6. Is the land on which the house stands, or is proposed to be constructed, freehold or leasehold? If leasehold, please state: (Note: A copy of the lease/sale deed should accompany the application)

Term of lease	How much of the terms has already expired?	Whether conditions of the lease permit the land being mortgaged to Company	Premium paid for the plot	Annual Rental of the plot.

7. a. No. of years in which the advance with interest is proposed to be repaid.
b. If a part of the advance is intended to be adjusted against the gratuity payable to you. Please indicate the amount thereof.
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8. a. Is your title to the land/house undisputed and free from encumbrances?
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b. Can you produce, if required, original documents (sale or lease deed) in support of your title? If not, state the reasons therefore indicating what other documentary proof, if any you can furnish in support of your claim.

9. Details of Surety(s) :
(Refer Rule 9.0)
a. Name, Employee No. & Designation :
b. Present Salary/Wages (Basic pay :
+ Personal pay + Dearness Allowance + AR)
c. Date of superannuation :

10. Any other information:

DECLARATIONS

- I. I have read the rules regulating the grant of House Building Advance and agree to abide by the terms and conditions stipulated therein:
- 2. I Certify that:
 - i. My wife/husband is not a company employee. My wife/husband who is a company employee has not applied for and/or obtained any advance under these Rules. YES/NA
 - ii. Neither I nor my wife/husband/minor child has/had applied for any/or obtained any loan or advance (other than an advance from the provident Fund) or any assistance of like nature for acquisition of a house in the past from any source. YES/NA
 - iii. I do not own a house in my name or in the name of my spouse or minor children/I own a house in my name or in the name of my spouse or minor children, and the same is located at
.....
.....
I nor any members of my family have/has not acquired a house on hire-purchase basis; YES/NA
 - iv. That the construction/enlargement of the house for which the advance has been applied for has not yet been commenced. YES/NA
- 3. 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.

Place: _____ Signature: _____
Dated: _____ Name: _____
Employee No. _____
Forwarded to Corporate Personnel Division.....

Date: _____ (Head of the Department)
_____ (Designation & Department)