

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

<b>1</b>	(a)	Name (in block letters)			
	(b)	Designation			
	(c )	Scale of Pay			
	(d)	Present Pay including D.A but excluding other allowances			
<b>2</b>	(a)	Department and office in which employed			
	(b)	Administrative Department of Secretariat			
	(c )	Station where posted			
	(d)	Present Residential Address (This Column has been inserted vide Lr. Ms.No.174, H&UD, dated 20.5.98)			
	(e)	Community (Whether the applicant belongs to BC/MBC or Denotified Community/SC/ST or OC may be indicated) (This Column has been inserted vide Lr.Ms.No.124, H&UD, dt 10.5.2006)			
<b>3</b>	Please State -				
	Whether you are a permanent/non-permanent State Govt. Servant and the length of service rendered under the Government of Tamil Nadu	Your Permanent Post, if any, and the name of Office and Department concerned	Date of birth and age next birth day	Date on which you will attain the age of 58 years	Is your wife/husband a State Govt. Servant? If so, give her/his name designation etc.
	(1)	(2)	(3)	(4)	(5)
<b>4</b>	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 square feet)	Its approximate valuation Rs.	Reasons for desiring to own another house	
	(1)	(2)	(3)	(4)	

<b>5</b>	(a)	Do you require the advance for building a new house or for purchasing a plot and constructing a building thereon. If so, please indicate -				
	Approximate floor area of the house proposed to be constructed (in square feet)	Estimated Cost			Amount of advance required	Number of years in which the advance with interest is proposed to be repaid
		Cost of land	Cost of building	Total		
		Rs.	Rs.	Rs.	Rs.	
	(1)	(2)	(3)	(4)	(5)	(6)
<p>Note:- Entries in columns (2) to (4) will have to be supported by specifications, estimates and plan, duly approved by the local authorities concerned namely, the Panchayat Union Commissioners in the cases of Panchayat Union areas, Commissioners in the case of Municipalities and Corporations, the Executive Officers in the cases of Town Panchayats and Townships</p>						
<b>5</b>	(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 the plot in square feet	Name of the Municipal or any other local authority (if any) in whose jurisdiction it is located		
<b>5</b>	(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 square feet) proposed to be acquired.				
<b>6</b>	Do you require the advance for enlarging/improving living accommodation in an existing house? If so, please state -					
	1.	Number of rooms in the house (excluding lavatory, bathroom and kitchen)				
	2.	Total floor area of the rooms (in square feet)				
	3.	If an additional story is proposed to be added is the foundation strong enough?				
	4.	Particulars of additions desired				
		(i) Number of rooms				
		(ii) Floor area (in square feet)				
		(iii) Estimated cost				
		(iv) Amount of advance desired				
		(v) Number of years in which the advance with interest is proposed to be repaid				
Note: A plan of the house should accompany the application						

<b>7</b>	(a)	Do you require the advance for purchasing a readymade house?							
		(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)	
		(a)	(ii) 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?						
The approximate amount upto which you will be prepared to buy a house			The approximate amount of advance required			Number of years in which the advance with interest as proposed to be repaid			
(1)			(2)			(3)			
Note: Details specified against item 7(a) 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.									
<b>8</b>	Is the land on which the house stands or is proposed to be constructed free hold or leasehold? If lease hold state -								
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)	
Note : A copy of the lease/sale deed should accompany the application									

<b>9</b>	(a)	Is your title to land/house undisputed and free from encumbrance?	
	(b)	Can you produce if required original documents (sale or lease deed) in support of your title? If not, state reason therefore indicating what other documents of proof, if any can you furnish in support of your title (see items 5(b) and 6 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.	
	(d)	Whether previous sanction of the prescribed authority has been obtained or has been applied for in respect of the proposed construction of house/purchase of house/plot. If such prior sanction is necessary under the Tamil Nadu Government Servants' Conduct Rules.	
<b>10</b>		If the advance applied for is required for the purchase of a ready built house or partly for the purchase of plot and partly for the construction of a house thereon, is there any relationship between you and the vender of the ready built house/plot. If so, the exact relationship may be indicated.	

### 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 them and the terms and conditions stipulated therein.

3. I certify that –

- (i) My wife/husband is not a State Government Servant
- (ii) Neither I nor my/husband who is a State Government Servant has applied for and/or obtained an advance under these Rules
- (iii) Neither I nor my wife/husband has applied for and/or obtained an advance of loan from any other Government source for the acquisition of a house.
- (iv) The house proposed to be purchased/constructed/enlarged is required for my bonafide personal use.

- (v) The construction of the house for which the advance has been applied for, has not yet been commenced/has already been commenced and come upto basement level/plinth level/roof level; and
- (vi) I do not own any house either in my name or in the name of my wife or in the name of any of my minor children.

Signature of the applicant:

Station:

Designation:

Date:

Department/Office in  
which employed:

(To be completed by the applicant's Head of Department)

No.

Station

Date:

Forwarded to the Secretary to the Government of Tamil Nadu,  
Department of ..... or the Collector of .....  
District Viz. the Sanctioning Authority.

- (1) I have scrutinized the application in terms of rule 9(b) of the Rule and have satisfied myself of the correctness of the facts, etc. stated therein (that the applicant possess a clear title to the property in question).
- (2) It is recommended that an advance of Rs. ..../- may be granted to the applicant. I have satisfied myself on the basis of the monthly deduction etc. made from the applicant's salary that this amount well within his repaying capacity.
- (3) The provision of rule 2(b) of the Rules may be relaxed as a special case.
- (4) The amount of gratuity/death-cum-retirement gratuity due to the applicant on the date of his superannuation (at the time of retirement calculated on the basis of the appointment held by the applicant at the time of submitting the application for House Building Advance) is estimated be Rs. ..../-.

Signature:

Designation:

Name of the Department: