

FORMS
(S - 252)

GRANT OF ADVANCE FOR PURCHASE OF LAND OR
PART/FULL CONSTRUCTION, ENLARGEMENT,
ETC., OF A HOUSE

APPLICATION FORM
(To be filled by the applicant)

GENERAL

1. Name (in Block Letters)In Ministry/Office
2. Post held (i) Permanent In Ministry/Office
3. (ii) Temporary / Offig.In Ministry/Office
- (iii) Length of service on the date of application
4. Present pay as defined in Rule 4 (b) and scale of pay
5. Whether governed by Pension Rules
6. Date of superannuation
7. Amount of Provident Fund/any other advance/final withdrawal taken for purchase of land/construction (*an attested copy of the sanction to be enclosed*)
8.
9.

PARTICULARS RELATING TO ADVANCE:

10. If advance is needed for purchase of a plot and/or for construction of a new house, please give the following information :-

A. Plot

Location with address	Rural/Urban	Is it clearly demarcated and developed	Approximate area (in sq. mtrs.)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				(a)		
				(b)		

B. Construction

Floor-wise area to be constructed in (sq. mtrs.) (8)	Estimated cost (9)	Amount of advance required (for land/ construction/both) (10)	No. of instalments for repayment (11)
G. Floor			
I Floor			
II Floor			

11. If advance is required for enlarging the existing house, please state-

Location with address (1)	Plinth area (in sq. mtrs.) (2)	Plinth area proposed for enlargement (in sq. mtrs.) (3)	Cost of construction/acquisition of existing house (4)	Cost of proposed enlargement (5)	Total plinth area (2+3) (6)	Total cost (4+5) (7)	Amount of advance required (8)	No. of instalments for repayment (9)

[NOTE:- If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed.]

12. If advance is required for purchasing a ready-built house/flat, please state-

Location with address (1)	Plinth area (in sq. mtrs.) (2)	When constructed (3)	Price settled (4)	The Agency from whom to be purchased (5)	Amount (a)already paid (b)to be paid (6)	Amount of advance required (7)	No. of installments for repayment (8)
					(a) (b)		

MISCELLANEOUS

13. If you or any dependent member of your family already own(s) a house, please state-

Location with address (1)	Plinth area (Floor-wise) (2)	Present fair market value Rs. (3)	Reason for acquiring another house or enlarging the existing house (4)

14. Have you enclosed – (a) the relevant construction plan approved by the Municipal Authority concerned; and

15. (b) detailed construction estimates based on Central/State PWD Schedule, prevailing in the area corrected as per relevant cost of index duly signed by qualified Engineer.

Declaration

1. 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 Central Government servants for purchase of land and purchase/construction of buildings, etc., and agree to abide by the terms and conditions stipulated therein
3. I certify that¹ –
 - (i) My wife/husband is not a Central Government servant/my wife/husband who is a Central Government servant, has not applied for and/or obtained an advance under these rules;
 - (ii) Neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advance for acquisition of a house in the past from any Government source (3e.g., Ministry of Rehabilitation or under any Central or State Housing Scheme
 - (iii) The construction of the house for which the advance has been applied for, has not yet been commenced.

Station
Dated

Signature of the Applicant
Designation
Department/Office in which employed

