
	ICAR– Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/19
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**APPLICATION FOR HOUSE BUILDING ADVANCE**

1. Name of the Government Servant : .....
2. Designation : .....
3. Division/ Section/ Unit : .....
4. Pay Level/ Grade Pay : .....
5. Date of appointment in ICAR : .....
6. Date of Superannuation or Retirement : .....
7. Cost of the House/ Flat to be built/ purchased (excluding cost of Plot) : .....
8. Cost of the Plot, if any : .....
9. Amount of advance required : .....
10. Number of installments in which the advance is desired to be repaid. : .....
11. Whether it is the 1<sup>st</sup> time application for HBA or whether Advance for similar purpose was obtained previously and if so. : 1<sup>st</sup> time / Aailed earlier
  - i) Date and order of drawal of the advance : .....
  - ii) The amount of advance and /or interest thereon still outstanding, if any : .....
12. Whether the intention is for construction/ purchase of a new Flat /House or for Repair/ Expansion of an existing House: .....
13. Address of the Land/ House/ Flat : .....

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**14. Whether the spouse of the applicant : YES / NO**  
**is in Government Service? If yes:**

- i) Details of the Deptt./ Office in which employed? .....
- ii) Whether the Spouse has ever applied for HBA in his/ her Deptt./ Office? If so, give details thereof .....

**List of Enclosures:**

- 1. A certificate to the effect that the advance is required for the bonafide personal residence and that the Property is/ shall be in the name of the applicant either solely or jointly.*
- 2. A certificate to the effect that the applicant has an undisputed title to the house/plot in the case of purchase of a built up house a certificate may be furnished that the house is free from all encumbrances.*
- 3. An affidavit on non-judicial stamp paper worth Rs. 10/- that the applicant has no other house/ plot in his name in India.*

**I certify that:**

- 1. The information given above is true, correct and complete to the best of my knowledge and belief and nothing has been concealed therein.*
- 2. I have read and understood the provisions of HBA Rules, 2017 and that I am fulfilling the requirements/ criteria for application and that I shall abide by all the conditions laid down in the Rules.*
- 3. I shall mortgage the Property on which the HBA is being sought in the favour of the Government in accordance the Indian Stamp Duty Act within the prescribed time limit and shall get it registered.*
- 4. I shall, immediately on completion of the construction/ purchase of the House/ Flat, insure the property with the recognized institutions as approved by IRDA, for not less than the amount of advance. Penal interest of 2% over and above the existing rate of interest may be recovered from me for those periods which are not covered by insurance of the House/ Flat.*

**Place:**

**Dated:**

**Signature of the Employee**

**Forwarded by concerned Head/ in-charge**

**(Name, Designation & Dated Signature)**