

APPLICATION FOR HOUSE BUILDING ADVANCE

1. Name of the applicant
(in Block letters) _____
2. Designation. _____
3. Father's/Husband's Name. _____
4. Name of the Department / Office. _____
5. Emoluments on which the loan
is admissible. _____
6. i) Basic pay. _____
ii) D.pay _____
iii) Special pay. _____
Total. _____
- 7 a) Amount of advance applied for _____
b) Recoverable in _____ installments
of Rs. _____ P.M. _____
8. Purpose of advance now applied for. _____
9. Whether any advance has been drawn previously
for house building / repair / extension of house under
any rules/scheme, if so: -
 - i) Date of drawl of the advance: - _____
 - ii) Purpose for which the advance was drawn: - _____
 - iii) Amount of the advance drawn: - _____
 - iv) Pay on which such advance was calculated: -
Basic pay _____ D.P. _____ S.P. _____
Total _____
 - v) Rules/Scheme under which the advance
was drawn. _____
- 10 Whether the house built with an advance
has been sold, if so, indicate sale proceed. _____
11. Whether the house/plot purchased/
constructed with the advance has been
mortgaged to HUDA as prescribed under
the rules. _____

12. a) Date of birth of the applicant. _____

b) Date of entry into service. _____

c) Date of Superannuation _____

13. Whether the husband / wife is a Govt / HUDA servant if so, whether he/she has obtained any House Building advance from Govt. / HUDA. _____

14. Whether regular or adhoc employees of HUDA, if regular, two separate sureties of regular employees of HUDA having more than 5 years service be furnished in addition to mortgaging the house to Chief Administrator HUDA in the prescribed form on non judicial paper worth Rs.15/- each. _____

15. PURCHASE OF PLOT

i) Whether the advance is required for the purchase of plot, if so, the details of the source of the plot to be purchased, the approximate cost and a documentary proof with regard to the clear title of the seller of the plot may be attached (see rule 10.16(vii) of PFR Volume (i) _____

ii) Whether the sanction of CA, HUDA for purchase of plot, if negotiated from source other than regular or reputed dealer has been obtained as required under Govt. employees, Conduct Rules, 1966, if so, a copy of the sanction be attached. _____

iii) A certificate to the effect that the advance is required for the purchase of plot for personal residence may be attached. _____

16. CONSTRUCTION OF HOUSE.

i) Whether advance is required for the

construction of a house on plot already purchased with own resources or from HUDA money. If so, an attested copy of the allotment letter of the plot or an attested copy of the conveyance deed executed may be attached.

- ii) A certificate to the effect that the sum will be utilized for construction of house only and if there are any surplus funds after the house has been completed, that will be refunded at once may be attached (Rule 10.16 (ix) of PFR Vol. I,
 - iii) Documentary proof that the plans etc. have been approved from HUDA / MC / Tehsildar concerned.
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17. REPAIRS OF HOUSE

In case the advance is required for repair, a certificate to the following effect be added.

- a) The repairs are required to make house re-habitable.
 - b) These are not in the nature of ordinary repairs:
 - c) These involve an outlay larger in comparison with the value of the house and that no such advance for the repair has previously been drawn in respect of the same house and that ten/five years have elapsed since the drawl of the advance, in case of any advance from the HUDA (Rule 10.19 of PFR Vol. I)
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18. EXTENSION OF THE HOUSE

Whether the house proposed to be extended was constructed with the financial assistance from the HUDA, if so, the details of the

loan obtained may a be specified as under:

- i) Total loan obtained
- ii) Pay at the time the loan was obtained
Basic pay_____ D.Pay_____
Spl. Pay_____ Total_____
- iii) If the loan was obtained under any other scheme the total amount of loan may be indicated.
- iv) Documentary proof that plan of extension has been approved by the local body or the Estate Officer/Tehsildar.
- v) If any advance was drawn for repairs of the house earlier full details there-of may be indicated.

19. BUILT UP HOUSE

In case the advance is required for the purpose of built up house the following certificates may be attached:-

- i) Documentary proof to show that the bargain for the purchase of house has been finalized
- ii). The place and the full particulars of the house for which the advance is required,
- iii) Place where the house situated:
surrounded by North_____South_____
East_____West_____
- iv) Valuation from B & R/MC/Teh.
- v) Clear title of House duly verified by HUDA/MC/Teh.

20. A certificate to the effect that the advance is required for the bonafide personal residence.

21. 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.

22. Whether any funds earmarked for you by the HUDA was surrendered during the last financial year and if so, full particulars there of together with reasons for surrendering the amount may be given.

23. An affidavit on non judicial paper worth Rs.3/- that the applicant has no other house/ plot in India.

It is certified that the information given above is complete and true to the best of my knowledge and nothing has been concealed therein.

Place :

Signature of applicant

Designation_____

Dated:

It is certified that the above information supplied by the applicant is correct according to the official record maintained in this office.

It is also certified that the advance of Rs._____applied for is admissible and all formalities required to be complied with have been completed.

Place:-

Signature of H.O.O.

Dated:-

CERTIFICATE BY THE DEPARTMENT.

1. Certified that Sh._____ working in this office has completed more than five year regular service in HUDA and no enquiry/court case is pending against him.
2. Certified that Sh._____ and Sh._____ who have stand surety for the House Building Advance of Rs ._____are also regular employee of HUDA and have completed five years regular service in HUDA and no enquiry /court case is pending against them.
3. That the officials are likely to continue in service till the whole amount of advance and interest is fully recovered
4. Certificated that the information/particular given in the application performa has been verified from the office record and are correct.
5. Certified that the advance of Rs_____ (Rs._____) applied for is admissible according to instructions and the information given by the applicant is correct.

Office

Head of

ANNEXURE-VI

I, _____ S/o Sh. _____
working as a _____ in the office of _____
do hereby authorize the Chief Administrator, HUDA to recover from DCRG and
GPF/EPF Account No. _____ the amount which would become due to me on the
date of superannuation/retirement, the balance of outstanding House Building Advance
with interest, in terms of penultimate paragraph of the agreement dated
_____.

Dated _____

Signature _____

Designation _____

Certified that I hereby cancel the nomination made by me in respect of
DCRG and GPF/EPF Account No. _____ payable to me at the time of
retirement.

Dated: _____

Signature _____

Designation _____

C E R T I F I C A T E

1. Certified that the advance is required for the purchase of plot/construction of house at place for personal residence.
2. Certificate that the sum will be spent for purchase of plot/construction of house only and if there are any surplus funds after the purchase of plot/construction of house has been completed, that will be refunded at once.
3. Certified that advance is required for the bonafide personal residence.
4. Certified that the plot/house to be purchased/ constructed is free from all encumbrances.
5. Certified that I have not drawn any HBA from HUDA/Haryana Govt. or any other State/ Administration / during the period of my past service.

Signature of borrower.

Annexure V

AFFIDAVIT

I, _____ s/o Sh. _____ aged _____
employed as _____ in O/o _____ do
hereby solemnly affirm and declare as under:-

That my wife/husband _____ is not a Government/ HUDA
employee and has not applied for/obtained an advance under these rules
during the period of my past service.

I, also declare that the plot/house _____ is/is not jointly
owned by me with my wife/husband.

The above information is true and nothing has been concealed therein.

Deponent

Place:

Dated:

Verification :

The facts given above in the affidavit are true to the best of my knowledge
and belief and nothing has been concealed therein.

Place

Dated

Deponent.

SURETY BOND

This deed is made on the _____ day of _____ between Sh. _____ and cast _____ and _____ resident of _____ working as _____ (here-in-after referred to as the surety) of the one part and the Chief Administrator, (hereinafter referred to as the Haryana Urban Development Authority) of the other part.

Whereas a loan of Rs _____ (Rs. _____) has been granted to Sh. _____ R/o _____ working as _____ in the office of _____ (hereinafter referred to as borrower) on the terms and conditions in the agreement dated _____ and subject to the borrower furnishing a regular HUDA employees as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____ and/or the mortgage deed, dated _____

And _____ whereas Sh. _____ has in fulfillment of the conditions of the _____ advance of loan agreed to stand as surety for the borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agrees as follows:-

1. In pursuance of the said agreement and in consideration of the sum of Rs. _____ advanced by the Chief Administrator to the borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that whatsoever before the amount due to the Chief Administrator from the

borrower is fully paid off, the surety shall immediately pay the entire amount due to the Chief Administrator on account of the principal and interest under the said agreement and/or the mortgage deed.

2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of the surety shall not be affected by the Chief Administrator granting time or any other indulgence to the borrower.
3. The Chief Administrator shall be entitled to deduct from the pay traveling allowance or any other sum which may be or become payable by the Chief Administrator to the surety the amount due to it from the surety under this deed.

Witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the _____ year of the Republic of India.

Witness.

- | | |
|----|-------------------------|
| 1. | Signature of the surety |
| 2. | Designation_____ |

Signed by _____
For and on behalf of Chief Administrator, HUDA

Agreement

An agreement made on _____ day of _____ between _____ of (hereinafter called the borrower which expression shall include his legal representatives and assigns) of the one part and the C.A.HUDA (hereinafter called the Chief Administrator which expression shall include his successors and assigns on the other part.

Whereas the borrower has agreed to purchase/has purchased for the purpose of erecting house thereon the piece of land situated in _____ in the registration district of _____ sub district _____ thana _____ containing _____ more or less and bounded on the north by _____ south by _____ east by _____ and on the west by _____ (hereinafter referred to the said land) for the sum of Rs. _____

And whereas the borrower has under the provision of the Haryana Govt. letter No.2118-WN-(I)/67/20006, dated the 5th September, 1967 applied to the Chief Administrator for a loan of Rs. _____ (Rs. _____)

And whereas it is permissible under the provision of the aforementioned letter hereinafter referred to as the said order which expression shall include any amendment thereof for the time being in force that the last installment of loan together with the interest accrued thereon will be recovered from the DCRG/GPF/EPF payable at the time of retirement, provided the HUDA employee concerned executes an agreement to the effect and cancels any nomination made by him under the 4(6)(b) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Service Rules, Volume II, so as to leave Chief Administrator free to appropriate the sum found payable to him after retirement in adjustment of balance of the advance.

Now, it is hereby agreed between the parties hereto that in consideration of the said orders, the borrower, having cancelled the nomination made by him under rule 4(6)(b) of the aforesaid New Pension Rules, hereby authorize Chief Administrator, HUDA to extinguish the last installment of loan together with the interest accrued thereon from the amount of DCRG/GPF/EPF payable to the borrower.

In witness there of the borrower has hereunto set his hand and the day and year first before witness.

In the presence of witness

1.
borrower
- 2.

Signature of the said

**Signed by the of DDO for
and
on behalf of HUDA.**

**Annexure IV
Affidavit**

I _____ S/o, W/O, D/o _____ working as _____ in the office of _____ do hereby solemnly declare and affirm that I have not drawn/drawn any house building advance (under any scheme sponsored by the Government) for the construction of house/repair of house/extension of house and purchase of plot so far as per details given below:-

Sr.No.	Amount drawn	Date of drawl	Purpose
1.			
2.			
3.			
4.			
5.			

I also solemnly declare that I am the sole owner of the plot/house _____. It is further certified that the Plot/House in question is free from all encumbrances. I also declare that I have no other house either in my name or in the name of my family to live in India and I want to construct a house/repair of house/to extend my house for my own bona fide residential use on the above plot.

Certified that the balance if any, left after the use of the advance for the purpose it is taken will at once be refunded to HUDA/Government. Certified that I have more than live years service period of retirement. I am not likely to retire within five years from the date of the application.

Place:-

DEPONENT

Dated:-

Verification:-

The above information is true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT