

APPLICATION FOR HOUSE BUILDING ADVANCE  
(THROUGH PROPER CHANNEL)

To

The Chief General Manager/Admn.,  
UHBVN, Panchkula.

Sir,

I beg to apply the grant of an advance of \_\_\_\_\_

Rs. \_\_\_\_\_ (Rupees. \_\_\_\_\_) required for the  
\_\_\_\_\_ as per details given below.

1. Name of Applicant \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Designation of the applicant \_\_\_\_\_
4. Office in which Employed \_\_\_\_\_
5. Date of Employment \_\_\_\_\_
6. Date of Birth \_\_\_\_\_
7. Date of Superannuation at the age of 58 years \_\_\_\_\_
8. Whether confirmed or not \_\_\_\_\_
9. If confirmed the date of confirmation and post against which confirmed: \_\_\_\_\_
10. Particulars of Emoluments
  - (a) Basic Pay: \_\_\_\_\_
  - (b) DA: \_\_\_\_\_
  - (c) All other Allowances: DA/CCA/ADA etc.: \_\_\_\_\_
  - (d) Total Deductions such as HBA/Motor Car/Scooter Advance etc. \_\_\_\_\_
  - (e) Net Salary Payable: \_\_\_\_\_
11. No of installments in which the advance proposed to be drawn or in lumpsum: \_\_\_\_\_
12. No of installments in which the advance proposed is to be paid: \_\_\_\_\_
13. Whether the land on which the House is to be constructed is possession: \_\_\_\_\_
14. Whether the land is inherited/gifted property or purchased: \_\_\_\_\_

15. Whether the full cost of the land has been paid or not?  
If purchased /acquired from the Estate Officer/Govt. Agency.

---

16. Authentic proof of title of land enclosed or not

---

17. Whether he has drawn any advance under low paid employees scheme from the Rehabilitation Deptt./DC/Bank/LIC/Estate officer or any other Govt. Agency:

---

18. Whether he has previously been granted any advance by the Board for House Building/any of following

---

- (a) Purchase of Plot
- (b) Cost of House
- (c) Purchase of Built House, if so
- (d) By who sanctioned
- (e) O/o No. & Date
- (f) Amount of Advance Sanctioned
- (g) Amount Drawn
- (h) Amount repaid till date of submission of the application
- (i) Whether utilized the amount
- (j) Whether the house /plot has been mortgaged to the Board/Nigam

19. Time by which the official proposes to purchase the land/build house/under taken the construction of house:

---

20. Whether he has obtained the necessary sanctioned of competent authority for purchase of plot/House. If so, No. & date of the sanction and also attach copy of the same

---

- (i) Certified that the above information is correct to the best of my knowledge. I undertake to create enguitable mortgage on the said house/plot in favour of the Nigam.
- (ii) Certified that I have no other residential house in my own name or in the name of any of my family members.
- (iii) Certified that I have not taken loan/advance for the purchase for which loan has now been applied for during the whole of my service.

Dated:

Yours

(Signature of the applicant)

Name:

Designation:

Office: