

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM – 11**

**GRANT OF ADVANCES FOR PURCHASE OF LAND/OR PART/FULL
CONSTRUCTION/ENLARGEMENT ETC OF HOUSE**

APPLICATION FORM

(to be filled by the applicant)

GENERAL

1. Name (in block letters) :
2. Emp. Code :
3. Post held :
4. (a) Amount of advance/final withdrawal taken for purchase of land construction from P.F (an attested copy of the sanction to be enclosed) :
5. Amount of advance applied for :
6. **PARTICULARS RELATING TO ADVANCE :**
 - A. If the advance is needed for purchase of a plot and/or for construction of a new house please give the following information.
Plot

Location with address	Rural/ Urban	Is it clearly Demarcated & developed	Approximate Area (in sq. mts)	(a) Cost (b)Amount Actually paid	If not purchased when proposed to be acquired	Unexpired Portion of lease if not free hold
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				a) b)		

Construction

Floorwise area to be constructed	Estimated Cost	Amount of advance required (for land/construction/both)	No of instalments for repayment
(8)	(9)	(10)	(11)

B. If the advance is required for enlarging the existing house, please state:

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

Note: If the enlargement is proposed on any floor other than ground floor, a certificate from an approved engineer to the effect that Foundation of the existing structure can easily take the load of the proposed enlargement should be enclosed.

C. If the advance is required for purchasing a ready built house, flat, please state

Location with address	Plinth area	When constructed	Price settled	The agency from whom to be purchased	Amount a) already paid b) to be paid	Amt of advance required	No. of instalments repayment
1	2	3	4	5	6	7	8

MISCELLANEOUS

D. If you or any dependant of your family already owns a house, please state:

Location with address	Plinth area (floorwise)	Present fair, Market value	Reason for acquiring another house or enlarging the existing house.
1	2	3	4

Have you enclosed,

- (a) The relevant Construction plan approved by the competent Authority :
- (b) Detailed construction estimates, prevailing in the area corrected as per relevant cost of index duly approved by the engineer (Site Engineer, SCTIMST) :
- (c) Non encumbrance Certificate (12 years) :
- (d) Documents/sale deed/Site plan etc., to show that the property is free from encumbrances and that the employee has a clear and marketable title :
- (e) In case of advance for purchase of land (attested copy of consent letter from the seller indicating the price settled and his/her willingness to transfer the possession within 2 months) :
- (f) In case of purchasing house/flat from private parties, valuation certificate from the regd valuers. :
- (g) Any other relevant document if any (Specify details) :
- (h) Certificate / report from the legal adviser of the Institute regarding the title of the property :
- (i) Possession certificate from the Tahsildar :

SIGNATURE

DATE

DECLARATION

I solemnly declare that the information furnished by me in reply of the various items indicated above is true to the best of my knowledge and belief.

I have read the rules regulating the grant of advances to the Institute employees for purchase of land and purchase/construction of building etc. and agree to abide by the terms and conditions stipulated therein.

I certify that:-

- i. My Wife / Husband is not a Government servant / or employed in a public sector undertaking / myself husband who is a Government servant / or employed in a public sector undertaking has not applied for and / or obtained in advance for the purpose.
- 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 (eg.) 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.

Station:

Dated

ANNEXURE TO THE APPLICATION FOR HOUSE BUILDING ADVANCE (HBA)

DATED.....

DECLARATION

- (a) 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 (Housing Board, Provident Fund etc.)
- (b) Neither I nor my wife/husband/minor child own a house in the town urban agglomeration where the house is proposed to be constructed or acquired with the advance.
- (c) The land for the proposed construction is suitably demarcated and developed.
- (d) The construction work has began
- (e) The floor area of the house to be constructed or purchased is not less than 22 sq. metres.

Date:

Name and signature
of the Employee.