

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

(INTERNAL AUDIT SECTION)

APPLICATION FORM FOR HBA

(To be filled by the applicant)

1. Name of the applicant (In Block Letters):
2. Designation and Dept/Section:
3. Status of service (please Tick):-
Permanent/Probation/Temporary/Contractual
4. Present Pay/Pay level:
5. Date of joining in IIT(ISM) and length of service in Years:
6. Date of Retirement:
7. Applicant who is on Probation/Temporary / Contractual service need to furnish name & consent of the guarantor at the time of submitting the application.
8. Whether governed by Pension Rule :
9. Amount of provident fund/any other advance final withdrawal taken for purchase of land /construction(an attested copy of the sanction to be enclosed)

PARTICULARS RELATRING TO ADVANCE :

10. If advance is needs for purchase of a plot for construction of a new house . please give the following information.

11. Plot & Construction

Location with address	Rural/Urban	Is it clearly demarcated and developed	Approximate area (in sq mtrs)	a) Cost b) Amount actually paid.	If not purchase when proposed to be acquired	Unexpired portion of lease if not free hold.

Miscellaneous

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

Location with address	Plinth area (Floor – wise)	Present fair market value	Reasons for acquiring another house or enlarging the existing house.

16. Have you enclosed (a) the relevant construction plan approved by the municipal authority concerned and (b) detailed construction estimates based on Central / State P.W.D 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 item 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. Certify that:

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 (e.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.

Signature of the Applicant _____

Designation _____

Emp. Cod No. _____

Telephone /Intercom No. _____

Station----- Date:-----

N.B. i) Each point of the form should be clearly filled otherwise liable to be rejected without assigning any reason thereof.

ii) Temporary employee must produce a surety bond from a permanent employee having equal or higher status along with this application