



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

GRANT OF ADVANCE FOR PURCHASE OF LAND/OR PART/FULL CONSTRUCTION/ENLARGEMENT, ETC., OF A HOUSE

APPLICATION FORM

(TO BE FILLED BY THE APPLICANT)

GENERAL

1. Name (in block letters) -
in Ministry/Office -

2. Post held
(i) Permanent
- in
Ministry/Office

(ii) Temporary/Office

- in
Ministry/Office

(iii) Length of service on the date of application -
3. Present pay as defined in Rule 4(b) and scale of pay - **Rs**

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4. Whether governed by Pension Rules -

5. Date of superannuation -

PARTICULARS RELATING TO ADVANCE

6. If advance is needed for **purchase of a plot** for construction of a new house, please give the following information:-

A. Plot

Location with address	Rural/Urban	Is it clearly demarcated & developed	Approximate area (in sq meters)	(a) Cost (b)Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold

B. Construction

FLOOR-WISE AREA TO BE CONSTRUCTED (IN Sq mtrs)	Estimated Cost	Amount of advance required (for land/construction/both	No of installments for repayment

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

Location with address	Plinth area (in sq mtrs)	Plinth area proposed for enlargement	Cost of construction/ acquisition of existing house	Cost of proposed enlargement	Total Plinth area	Total Cost	Amount of advance required	No of installment for repayment

(Note :- If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed)

7. If advance is required for purchasing a ready built house/flat. Please state: -

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

MISCELLANEOUS

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

Location with address (1)	Plinth area (Floor-wise) (2)	Present fair market value (3)	Reasons for acquiring another house or enlarging the existing house (4)

9. Have you enclosed (a) the relevant construction plan approved by the Municipal authority concerned; and (b) detailed construction estimates based on Central/State PWD Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified Engineer.

DECLARATION

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to be 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 building etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that: -
 - (i) my wife/husband is not a Central Government servant/my wife/husband who is a Central Government, 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.

Station: New Delhi

(Name & Signature of Applicant)
Rank & Office Address

Dated: _____

Tele: _____

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ACKNOWLEDGEMENT
(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Establishment Division)