

**APPLICATION FOR GRANT OF ADVANCE UNDER  
THE HOUSE BUILDING ADVANCE RULES**

1.
  - (a) Name of the employee in block letters
  - (b) Date of appointment in the Company
  - (c) Designation/Department
  - (d) Whether permanent employee/ temporary/  
on deputation/on contract/on  
probation; specify
  - (e) Length of continuous service rendered in  
Company
  - (f) Date of birth
  - (g) Date of superannuation/expiry of contract
  - (h) Scale of pay and present basic pay
  - (i) Dearness Allowance
  - (j) Place of posting
  - (k) Nature of accommodation which the  
employee has at present or is available to  
him/her.
2. Do you own a house in your own rights either  
individually or jointly, if so, please give details.
3. Does your wife/husband minor children or any  
other legal dependents own a house whether  
individually or jointly; if so, give particulars.
4. Is your/wife/husband an employee of the  
Company? If so, give particulars.

5. Please indicate the purpose for which advance is required, such as:

- (a) Acquisition or purchase of land (Free-hold or long term lease) and construction of house thereon.
- (b) Construction of house on such land already owned or purchased or acquired on long term lease by the employee in his/her name or jointly in the name of the employee and his spouse.
- (c) For enlarging living accommodation of existing house.
- (d) Purchase of newly built house or flat on ownership basis.
- (e) Purchase of a flat under Self-Financing Scheme of Govt., Central or State, Municipalities, Local bodies and Cooperative Housing Societies.

6. In respect of any of the applicable items in Col 5, please furnish the following details:

- (a) Area of the plot of land already owned or proposed to be purchased and whether the same is freehold/lease-hold.
- (b) Value of the plot of land to be purchased/already purchased by the employee.
- (c) The name of the city or town where the plot of land is situated and the exact address and details thereof.
- (d) The name of the Municipality or other Public Body or local authority in whose jurisdiction the plot is located.
- (e) The name of the existing owner and the certified or attested copy of the Agreement of sale deed or other title deed to prove the ownership and possession of the plot.
- (f) Is the plot a developed one on which construction could be started immediately?

7. In case of construction of house/enlarging living accommodation of existing house, please furnish the following additional information:

- (a) Plinth area of the owned house, if any/ house proposed to be extended/new house proposed to be built. Please attach an attested or Photostat copy of the approved

site plan of the existing house/tentative site plan of the proposed house/expansion.

- (b) Whether the plans of construction/expansion of house are sanctioned/approved/cleared? If yes:
  - (i) Sanctioning Authority:
  - (ii) Sanction valid upto:
  - (iii) Attested / photostat copy of sanctioned plan.

- (c) In the event of the employee having a leasehold interest, a copy of the lease should be furnished and the number of years for which the lease-hold interest is unexpired should be stated with the provision for renewals, if any.

- (d) Whether the property belongs to the employee in his/her own right or jointly with others, and, if so, the nature of interest of any such other person.

- (e) The estimated cost of the proposed construction/expansion.

8. In case the employee requires housing advance for purchasing a ready-built house or tenement, please furnish the following additional particulars:-

- (a) The exact location of the house.
- (b) The floor area of the house in square metres.
- (c) Condition of the house and the approximate age thereof.
- (d) Original cost, municipal valuation or other authorised valuation of the house.
- (e) Name and address of the owner or lesser.
- (f) Approximate price to be paid/annual lease rent to be paid and the duration of the lease period.
- (g) Nature of interest of the owner/Lesser and whether any other person is entitled to the same.
- (h) The period of the lease which is unexpired and the provision of the renewal thereof. To also furnish a copy of the lease evidence that the Lesser has no objection to the mortgage of the lease-hold interest in favour of the Company.

9. Please furnish the following additional information:



undertake to produce as required by the Company from time to time, all other information and documents that may be required in support of the said statements. I also confirm and acknowledge having read the house building advance rules and regulations of the Steel Authority of India Limited and agree to abide by the terms and conditions stipulated therein and confirm that any modifications or amendment to such Rules and Regulations and the forms and other conditions that may be prescribed by the Company from time to time will be valid and binding on me and no further consent or objection may be required from me for the purpose.

I further certify that my wife/husband is not an employee of the Company and has not applied for and/or obtained any housing advance under these Rules or any other loan or advance from any other source referred to in the Rules and Regulations nor made any withdrawal from the Provident Fund in connection with the purchase, acquisition or construction of a house or tenement.

I agree and undertake to execute all documents as may be required by the Company under the House Building Advance Rules in the event of the loan being sanctioned to me.

I also agree and undertake to take effective steps to acquire, purchase or complete the construction/expansion of the house/tenement for which the advance has been applied for within a period not exceeding 18 months or such other time as the Company may grant and shall not divert or utilise the fund so advanced for any other purpose whatever.

I declare that in the event of any of the statements made by me herein above or the particulars from time to time furnished by me are false or incorrect or misleading, the Company will be entitled to immediately recall entire house building advance without prejudice to any other rights available to the Company in that behalf.

Any issue relating to the interpretation of the above provisions or any doubt or dispute in relation to the house building advance applied for and sanctioned to me would be subject to the decision of the officer nominated by the Company and the same would be final and binding on me.

Solemnly declared at \_\_\_\_\_ on the \_\_\_\_\_ day

Signature of applicant \_\_\_\_\_  
Date of application \_\_\_\_\_

Department/Section in  
which employed. \_\_\_\_\_

- (a) Approximate value of the property acquired or intended to be acquired and the basis thereof.
- (b) Amount to advance required by the employee. Please indicate the cash requirement on financial year basis.
- (c) Whether you are in a position to repay the advance with interest by convenient monthly deductions from your pay before the date of your superannuation and partly if necessary, from the gratuity to which you are eligible under the Company Rules {(Please refer to clause 4.5(b) of the HBA Rules)}.
- (d) Number of years in which the advance with accruing interest is proposed to be repaid.
- (e) Whether any advance has been taken in the past for this purpose from:
- (i) The Company
  - (ii) Provident Fund
  - (iii) Insurance Co.
  - (iv) Any other source. If so, give particulars.
- (f) Names of the Architect, contractors, promoters and other persons concerned in the acquisition or construction of the property.
- (g) Is the advance admissible under clause 4.2 of the Rules.
10. (a) Is your title to the land/house to be acquired undisputed and free from encumbrances?
- (b) Does the locality in which the plot of land/house is situated possess essential services like roads, water supply, drainage, sewerage, street-lighting, etc. (Please furnish a site plan with complete address).
- (c) In case of owned land owned house whether all rent, municipal and other taxes have been paid up-to-date. If so, please attach an attested/Photostat copy of the receipt.

#### 11. DECLARATION:

I, Shri/Miss/Mrs. \_\_\_\_\_, the employee above named to solemnly declare that the information and particulars furnished by me in reply to the various items indicated above are true to the best of my knowledge and information and that I have not concealed any fact or statement and I