



HARYANA WAREHOUSING CORPORATION
BAY No.15-18,SECTOR-2,PANCHKULA

Website: hwcweb.org Tel : (0172)-2578829-31

PROFORMA FOR THE GRANT OF HOUSE BUILDING ADVANCE

1. Name of the Applicant _____
2. Father's name _____
3. Designation _____
4. Place of posting _____
5. Basic Pay+DP _____
6. Special, if any _____
7. Date of entry into the service of the Corporation _____
8. Date of retirement _____
9. Amount of Advance Applied for _____

(As per the latest norms fixed by the State Govt. for grant of HBA and adopted by the Corporation for its employees 50 months basic pay + DP + NPA can be granted as advance for construction of House. 12 months Basic pay + DP + NPA for extension of House and 10 months basic pay + DP + NPA for the repair of existing House).

Entitled according to above rules. _____

10. The purpose for which advance is required. _____

11. Whether the applicant has furnished the following documents, use \checkmark :-

- a) Applicant on prescribed Performa
- b) Copy of the permission accorded by HO.
- c) Agreement with the Corporation
- d) Agreement with the seller
(if the advance is for purchase of plot)
- e) Surety Bond executed by 2 regular employees of the Corporation
- f) Certificate issued by the Manager(P)/ DM that the sureties are regular employees and have more than 10 years service to their credit.
- g) Attested copy of the registration/ Conveyance deed.
- h) Non-encumbrance certificate.
- i) Rough estimate duly signed by the architect and the applicant
- j) Copy of the site plan (only for purchase of plot)



k) Copy of the approved map/construction plan signed by the applicant.

l) Allotment letter and possession certificate
(only for repair and extension)

m) Details of other advance taken by the official

12. Whether the applicant has executed the following affidavits:

- i. That he is a regular employee
- ii. That neither he nor his wife or member of his family have taken HBA from any other source and have no other source and have no other house/ dwelling unit in India.
- iii. That the advance is required for the purpose shown in column No.10
- iv. That the plot is/is not jointly own by the applicant with his wife/husband.
- v. That the plot is free from all encumbrances and the applicant holds undisputed title of the plot.
- vi. That the Managing Director has been authorized to recover the outstanding HBA with interest from GPF, Gratuity, Leave Encashment, Pension and other emoluments due to the official at the time of his retirement/termination or death along with cancellation of the nomination made by him.

The request received from Sh./Smt. _____ working as _____ at SWH, _____ for the grant of House Building Advance has been checked and found in order.

As per Govt. instructions issued for the grant of House Building Advance 50 months basic pay + DP + NPA plus special pay, if any, can be granted to an employee for construction of house. Sh. _____ is drawing basic @ Rs. _____ and is therefore, entitled to HBA of Rs. _____ for the construction of house. MD is competent to grant HBA.

It is, therefore, proposed that an advance of Rs. _____ (Rupees _____) may be sanctioned to Sh. _____ for purchase of built up house/ construction of house _____ from Sh. _____ at _____ The amount will be released in 4 installments. 1st & 2nd installments of 20% each will be released together only after the receipt of mortgage deed duly registered with the concerned revenue authority. The mortgage deed is to be executed on non judicial stamp paper of 1.5% of the loan amount. The remaining 2 installments of 30% each will be released subsequently on receipt of utilization certificate from the loanee. Budget provision of Rs. _____ existed for the year _____ under HBA.

ASSISTANT

ASSTT.MANAGER (ADMN)-III

INTERNAL AUDIT OFFICER

Sanctioned