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GOVERNMENT OF KERALA

Finance (Loans) Department

CIRCULAR

No. 33/91/Fin.

Dated, Thiruvananthapuram, 2nd May, 1991.

Sub:—Advance—House Building Advance to Government Servants—
Requirement of funds for 1991-92—Instructions issued

All the Heads of Departments/Sanctioning authorities are directed to furnish before 20-6-1991 statements showing requirements of funds for House Building Advance for 1991-92 in the Pro forma appended in duplicate.

Original Advance:

- (i) Applications from Class IV employees towards original advance upto 31-3-1991 (in Pro forma No. IA).
- (ii) Applications from Physically Handicapped Employees (who are receiving special conveyance allowance) received upto 31-3-1991 (in Pro forma No. IB).
- (iii) Applications from Scheduled Castes/Scheduled Tribes employees towards original advance upto 31-3-1991 (in Pro forma No. IC).
- (iv) Applications from General Category of employees towards original advance upto 31-3-1991 (in Pro forma No. ID).
- (v) Applications upto 31-3-1991 from those whose retirement is within 10 years as on 31-3-1991 (in Pro forma No. IE).

Additional Advances:

- (vi) Applications from General Category of employees towards additional advances (Completion, Extension, Repairs) upto 31-3-1991 (in Pro forma No. II A).
- (vii) Applications from Scheduled Castes/Scheduled Tribes employees towards additional advance (Completion/Extension/Repairs) upto 31-3-1991 (in Pro forma No. II B).

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Original/Additional Advances:

- (viii) Applications for original or additional advance in respect of which amount was allotted or advance was sanctioned during 1990-91 but could not be drawn and disbursed due to administrative delay (in Pro forma No. III and Pro forma No. IV, case may be).
- (ix) Balance of HBA required (to those who have been sanctioned HBA on or after 1-4-1990) based on the revised basic pay/enhanced rate should be furnished in Pro forma No. V.
2. Separate statements should be furnished in respect of each item.
3. Details of applications included in earlier statements but no allotment of funds was issued earlier should also be included now in the above statements of requirement of funds.
4. In the case of applications requiring sanction from the Finance Department pending with Finance Department (viz. Joint loan/Additional loan etc.) changes, if any, in regard to the amount required, change of treasury, address etc. should be intimated to the Finance Department.

P. S. DHARMARAJAN,
Additional Secretary (Finance).

To
The Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.
All Heads of Departments.
The Director of Public Relations (with C.L.)

PRO FORMA No. IA/IB/IC/ID/IE

Statement showing details of original application for House Building Advance from Class IV Handicapped/Scheduled Castes and Scheduled Tribes/General Category/45 years of age and above (Score out, Not applicable).

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Sl. No.	Name & Designation of the applicant	Date of birth	Length of continuous service (in years)	Remaining Service for retirement (in years)	Date of application	Date of Title Certificate	Date of receipt of application in the Department	Basic pay	Purpose of advance (Construction/Purchase)	Amount of Advance applied for	Estimated cost of construction	Amount of Advance eligible for (*)	Remarks

Grand Total:

(*) Eligible amount may be limited to the estimated cost of the building/amount of advance applied for subject to maximum of 50 times of basic pay (in column No. 9) or Rs. 1 lakh whichever is less.

PRO FORMA No. IIA/IIB

Statement showing the details of applications for additional advance received from Scheduled Castes & Scheduled Tribes/General Category (Score out, not applicable)

Sl. No.	Name and Designation of the applicant	Date of birth	Length of Continuous Service (in years)	Date of Application	Date of P.W.D. Engineer's Valuation Certificate	Purpose of last advance	Date of encashment of the last advance	Basic pay	Purpose of advance (Extension/Construction/Repairs)	Amount of Advance applied for	Amount of Advance eligible for (*)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Grand Total:

- (*) Certified cost of the Completion/Extension/Maintenance subject to maximum of 10 or ~~25~~ times of basic pay in Column No. 9 as the case may be.

PRO FORMA III

Original advance sanctioned but not drawn before 31-3-1991

Sl. No.	Name and Designation	Date of birth	Date of application	Amount allotted	Allotment No. and date	Reason for non-drawal of the advance	Amount of advance to be sanctioned now	Whether applicant belongs to any priority Category viz. General Category/Class IV/Physically Handicapped/SC/ST etc.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

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(**) In cases where orders were issued from Finance Department, the requests for the enhanced rate along with all the details such as the amount sanctioned, Basic pay (Pre-revised and revised) as on the date of sanction etc. should be intimated to Finance Department.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Sl. No.	Name and Designation	Date of application	Purpose of advance	In case of addl. extension advance No. and Date of sanction of the original loan	Amount allotted	No. and date of the allotment order	Pre-revised basic pay (as on the date of sanction of the advance)	Revised basic pay as on 31-3-1990	Amount of advance applied for	Amount of advance eligible as per Revised Pay	Balance to be allotted	Remarks

PRO FORMA V

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Sl. No.	Name and Designation	Date of application	Amount sanctioned	No. and date of allotment letter	Reason for non-drawal of the advance	Amount to be sanctioned now	Remarks

Additional advance sanctioned but not drawn before 31-3-1991

PRO FORMA IV