

महालेखाकार (ले.प.॥) का कार्यालय, केरला, तिरुवनतपुरम  
**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT II), KERALA,  
THIRUVANANTHAPURAM**

सं. म.ले./ ले.प. ॥रोकड़/2025-26/  
No.AG/Audit II/Cash/2025-26/

दिनांक/Date: 22-04-2025

**परिपत्र सं. / CIRCULAR No. 07**

**विषय/ Sub :** मकान निर्माण अग्रिम एवं व्यक्तिगत कंप्यूटर अग्रिम 2024-05 हेतु आवेदन  
I/Application for House Building Advance and Personal Computer  
Advance 2025-26

इस कार्यालय के पदाधिकारी जो वर्ष 2025-26 के दौरान, मकान निर्माण अग्रिम एवं व्यक्तिगत कंप्यूटर अग्रिम का लाभ उठाने के इच्छुक हैं, वे अपना आवेदन पत्र का. स्था.(रोकड़)/लेखापरीक्षा II अनुभाग को निर्धारित प्रारूप में प्रस्तुत करें। अग्रिम का अनुदान सा.वि.नि. के प्रावधानों के अलावा अग्रिम का अनुदान निम्नलिखित शर्तों के अधीन होगा। वित्तीय संस्थाओं से पहले से लिए गए आवास ऋण के स्थानांतरण के लिए गृह निर्माण अग्रिम हेतु आवेदन के साथ बिक्री विलेख और बकाया ऋण राशि की प्रतिलिपि भी संलग्न की जाएगी।

Officials who intend to take **House Building Advance and Personal Computer Advance during 2025-26** may submit signed and scanned copy of their application in the attached form to OE (Cash)/Audit II section by email ([cashersa.ker.au@cag.gov.in](mailto:cashersa.ker.au@cag.gov.in)) or directly to **Cash Section**. The grant of advance will be subject to the provisions in the G.F.Rs. Copy of registered sale deed, outstanding housing loan amount due at the Bank for migrating the same to HBA shall also be attached with application.

आवेदन पत्रों की प्राप्ति के आधार पर, कुल आवश्यक निधि का मूल्यांकन किया जाएगा तथा निधि के आबंटन हेतु सूचना मुख्यालय कार्यालय को दी जाएगी। मुख्यालय से आबंटन की प्राप्ति पर व्यक्तिगत आधार पर अग्रिम की मंजूरी दी जाएगी।

On the basis of applications received, the total requirements of funds will be assessed and intimated to Head Quarters Office for allotment of funds. Advance will be sanctioned only on receipt of allotment from Head Quarters on individual basis.

**आवेदन पत्र प्राप्त होने की अंतिम तिथि 28.04.2025 है।**

**The last date of receipt of application is 28.04.2025.**

इस तिथि के बाद तथा निर्धारित फॉर्म में प्राप्त ना होने वाले आवेदन पत्रों पर विचार नहीं किया जाएगा।

Applications received thereafter and not in the prescribed form will not be considered.

[ उ.म.ले.( प्रशा. एवं ऐ एम जी -I) के दि 22-04-2025 के आदेशानुसार। ]

[Vide orders dated 22-04-2025 of DAG ( Admn & AMG I) ]

वरिष्ठ लेखापरीक्षा अधिकारी/रोकड  
**Sr. Audit Officer/ OE(Cash)**

1. प्म ले(ले.प II) के सचिव/ Secretary to AG (Au II)
2. सभी ग्रुप अधिकारी / All Group Officers
3. शाखा कार्यालय तृशूर /Branch Office, Thrissur
4. सभी अनुभाग/ All Sections
5. सूचना पट्ट/ Notice Board

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/Offig..... 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 .....

4. Whether governed by Pension Rules .....

5. Date of superannuation .....

6. 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 RELATING TO ADVANCE:**

7. If advance is needed for purchase of a plot and /or for construction of a new house, please give the following information: –

A. Plot

Location with address	Rural/Urban	Is it clearly demarcated and developed	Approximate area (in Sq. mtrs.)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not freehold
(1)	(2)	(3)	(4)	(5)	(6)	(7)
				(a)		
				(b)		

B. Construction

Floor-wise area to be constructed in (sq. mtrs.)	Estimated Cost	Amount of advance required (for land/ construction / both)	No. of instalments for repayment
(8)	(9)	(10)	(11)
G. Floor			
I. Floor			
II. Floor			

8. If advance is required for enlarging the existing house, please state –

Location with address	Plinth area (in Sq. mtrs.)	Plinth area proposed for enlargement (in sq. mtrs.)	Cost of construction/ acquisition of existing house	Cost of proposed enlargement	Total plinth area (2 + 3)	Total cost (4 + 5)	Amount of advance required	No. of in instalments for repayment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

[ 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.]

9. If advance is required for purchasing a ready-built house/flat, please state –

Location with address	Plinth area (in sq. mtrs.)	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)
					(a)		
					(b)		

#### MISCELLANEOUS

10. 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 Rs.	Reasons for acquiring another house or enlarging the existing house
(1)	(2)	(3)	(4)

11. 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 qualified Engineer.

#### Declaration

1. I solemnly declare that the information furnished by me in reply to the various items 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. I certify that<sup>1</sup> –

- (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.

Station ..... Signature of the Applicant .....

Dated..... Designation .....

Department/Office in which employed.....

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1. strike out the alternative(s) not applicable.

*(For use by the Ministry or Head of Department)*

I have scrutinized the application of Shri/Smt./Kumari.....  
.....(Designation).....  
in terms of Rule 9 (b) of the rules and have satisfied myself of the correctness of the facts, etc.,  
stated therein. My recommendations are as follows: –

I have satisfied myself that the applicant has/will get a clear unencumbered title to the property.

- 1. Date of appointment ..... Rs.
- 2. Date of retirement ..... Rs.
- 3. Pay ..... Rs.
- 4. 50 months' pay ..... Rs.
- 5. Cost ceiling for construction ..... Rs.
- 6. Amount of GP Fund withdrawal and/or any other advance to be adjusted ..... Rs.
- 7. Advance entitled (5 minus 6) ..... Rs.
- 8. Estimated/Assessed cost of construction ..... Rs.
- 9. Expected date of starting recovery .....
- 10. No. of monthly instalments .....

11. Repaying Capacity:

(a) Proposed rate of recovery ..... Rs.

(b) Amount recoverable at the proposed rate of recovery ..... Rs.

(c) Amount adjustable from DCRG (60% or 70%) ..... Rs.

(d) Total [(b) + (c) ] ..... Rs.

12. Approximate amount of interest ..... Rs.

13. Amount of advance that can be sanctioned base on repaying capacity ..... Rs.

14. Amount of HBA recommended for sanction (the least of 4, 7, 8 and 13) ..... Rs.

15. Rate of Recovery:

(a) Principal :Rs..... in ..... instalments of Rs.....each.

(b) Interest : Rs..... in ..... instalments of Rs.....each.

An advance of Rs..... may be approved in <sup>1</sup>relaxation of Rule 4(b) of House Building Advance Rules.

SO/AE

**Orders of the Head of Department**

Head of Department.

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1. Delete if not applicable.

महालेखाकार (लेखापरीक्षा-II) का कार्यालय केरला, तिरुवनन्तपुरम  
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), KERALA,  
THIRUVANANTHAPURAM

APPLICATION FOR THE ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

1. Name of the applicant :
2. Applicant's designation :
3. Section :
4. Headquarters :
5. Pay :
6. Anticipated price of Personal Computer :
7. Amount of advance required :
8. Date of superannuation or retirement :
9. Number of instalments in which the advance is desired to be repaid :
10. Whether advance for similar purpose was obtained previously and if so-
  - (i) Date of drawal of advance :
  - (ii) The amount of advance and/ or interest there on still outstanding if any. :
11. Whether the intention is to purchase :-
  - (a) A new or old computer
  - (b) If the intention is to purchase computer from a person having official dealing with Govt. servant, Whether previous sanction of the competent authority has been obtained as required under Rule 18(3) of the Central Civil Service (Conduct) Rules, 1964 :

12. Whether the employee is on leave or is about to proceed on leave and if so; :

(a) The date of commencement of leave :

(b) The date of expiry of leave :

13. Are any negotiations or preliminary enquires being made to that delivery may be taken on the personal computer within one month from the date of drawal of the advance :

14. (i) Certified that the information given above is complete and true.

(ii) Certified that I have not taken delivery of the personal computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of computer, pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Date :

Signature of Applicant

Section :