



**प्रधान महालेखाकार का कार्यालय (लेखापरीक्षा-I)**  
**ओडिशा, भुवनेश्वर**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, (AUDIT-I)**  
**ODISHA, BHUBANESWAR**

परिपत्र

**CIRCULAR**

वित्तीय वर्ष 2025-26 के लिए हाउस बिल्डिंग एडवांस (एच. बी. ए.) प्राप्त करने के लिए प्रधान महालेखाकार का कार्यालय (लेखा परीक्षा -I), ओडिशा भुवनेश्वर के अधिकारियों/कर्मचारियों से आवेदन आमंत्रित किए जाते हैं। इसलिए, योग्य अधिकारी/कर्मचारी जो चालू वित्त वर्ष में एच बी ए का लाभ उठाने के इच्छुक हैं, वे आवश्यक दस्तावेजों के साथ का.स्था./एलटीए अनुभाग में 01.05.2025 तक आवेदन जमा कर सकते हैं। इसके अलावा, आवेदकों को अपने आवेदन वापस लेने की अनुमति नहीं है क्योंकि इससे बजट अनुमानों पर प्रतिकूल प्रभाव पड़ेगा। आवेदकों से अनुरोध है कि वे अपने आवेदन जमा करने से पहले भारत सरकार, आवास शहरी कार्य मंत्रालय के कार्यालय जापन सं. I. 17011/11 (4)/2016-एच-III, दिनांक 09.11.2017 द्वारा परिचालित एचबीए नियम-2017 के तहत निर्धारित पात्रता और अन्य मानदंडों के विवरण को ध्यान से देखें। गृह निर्माण अभिगम प्राप्त करने के लिए आवेदक जो एक नए घर के निर्माण/प्लॉट खरीदने और उस पर घर बनाने/तैयार भवन बनाने/मौजूदा घर में रहने की जगह बढ़ाने के लिए एचबीए का लाभ उठाने के इच्छुक हैं, वे आवेदन पत्र के साथ में जमा किए जाने वाले आवश्यक दस्तावेजों की सूची के संबंध में का. स्था./एलटीए अनुभाग से संपर्क कर सकते हैं।

इसके अलावा, जिन कर्मचारियों ने पहले ही बैंकों / अन्य वित्तीय संस्थानों से गृह ऋण प्राप्त कर लिया था, वे भी इस योजना में भारत सरकार, आवास शहरी कार्य मंत्रालय के कार्यालय जापन सं. I. 17011/11 (4)/2016-एच-III, दिनांक 31.01.2018 के अनुसार स्थानांतरित हो सकते हैं। वे अधिकारी/कर्मचारी जिनकी कुल बकाया ऋण राशि (मूलधन और ब्याज) एचबीए के लिए पात्र राशि से कम या बराबर है, यानी मूल वेतन के 34 महीने, अधिकतम 25 लाख, केवल इस योजना के तहत एचबीए के लिए आवेदन करने के लिए पात्र हैं। इस संबंध में, आवास ऋण से संबंधित निम्नलिखित दस्तावेजों को आवेदन पत्र के साथ जमा करना आवश्यक है।

1. बैंक से ऋण स्वीकृति दस्तावेज / प्रमाण पत्र।
2. मूलधन और ब्याज के प्रति बकाया ऋण राशि दिखाने वाला बैंक विवरण।
3. वेतन पर्ची।

यह उल्लेख करना उचित है कि आवेदक को मुख्यालय कार्यालय से धन प्राप्त होने के बाद पहले आओ पहले पाओ के आधार पर ऋण वितरित किया जाएगा। किसी भी तरह से अपूर्ण या निर्धारित तिथि के बाद प्राप्त आवेदनों को अस्वीकार कर दिया जाएगा। गलत/झूठी/मनगढ़त जानकारी प्रस्तुत करने और तथ्यों को छुपाने को गंभीरता से लिया जाएगा और उन अधिकारियों के खिलाफ सीसीएस (सीसीए) नियमों के अनुसार विभागीय कार्यवाही सहित उपयुक्त अनुशासनात्मक कार्रवाई की जाएगी।



Applications are invited from the officers/ officials of the Office of the Pr. Accountant General (Au-I), Odisha Bhubaneswar for availing House Building Advance (HBA) for the financial year **2025-26**. Therefore, eligible officers / officials who are desirous of availing HBA in the current financial year may submit applications along with the requisite documents to OE/LTA Section latest by **01.05.2025**. Further, applicants are not allowed to withdraw their applications as this would adversely affect the budget estimates. Applicants are requested to go through the details of eligibility and other criteria prescribed under **HBA Rules-2017** circulated vide **GOI, MOHUA OM No. I. 17011/11 (4)/2016-H-III, dated 09.11.2017** before submitting their applications for availing House Building Advance. The Applicants who desire to avail HBA for the construction of **a new house/ purchasing a plot and construction a house thereon / ready-built building/ enlarging living accommodation** in an existing house may contact OE/LTA Section regarding the list of documents required to be submitted along with application form.

Further, employees who had already availed home loans from **Banks/other Financial Institutions** may also migrate to this scheme, in terms of **GOI, MOHUA OM No. I-17011/11(4)/2016 – H.III dated 31.01.2018**. The officers/ officials whose total outstanding loan amount (principal and interest) lying with Bank is less or equal to the eligible amount for HBA i.e., 34 months of Basic Pay subject to maximum 25 lakhs, are only eligible to apply for HBA under this scheme. In this regard, the following documents relating to housing loan are required to be submitted along with application form.

- a. Loan sanction document/ certificate from Bank.
- b. Bank statement showing outstanding loan amount towards Principal & interest.
- c. Salary-Slip.

It is pertinent to mention that the loan will be disbursed to the Applicant after receipt of funds from Headquarters Office on **first come first serve basis**. Applications incomplete in any respect or received beyond the stipulated date shall be rejected. Submission of incorrect/false/fabricated information and suppression of facts will be viewed seriously and suitable disciplinary action, as deemed fit, will be taken against those officials including Departmental Proceedings as per CCS (CCA) Rules.

**हस्ता./-**

वरि. लेखा परीक्षा अधिकारी/ का.स्था(एल टी ए)  
Sr. Audit Officer/ OE(LTA)



जापन सं. का.स्था /एलटीए(ऑडिट-1)/एचबीए/2025-26/23  
Memo No. OE/LTA(AUDIT-1)/HBA/2025-26/23

दिनांक :24.04.2025  
Date : 24.04.2025

Copy forwarded for information and necessary action to :

1. Secretary to the PAG (Audit-I), Odisha, Bhubaneswar.
2. Steno to DAG (Admn/ AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V).
3. Welfare Officer
4. BO i/c of Admn / OM / Estate / Hindi Cell / Trg. & Exam / Report ECPA /Report (PAC)/ OE/ ITA/Confidential cell for wide circulation among the Officers/officials.
5. BO i/c of AMG-I/ AMG-II/ AMG-III/ AMG-IV/ AMG-V for information. It is requested to circulate the same among the field party personnel under their control.
6. DA cell requested to upload the circular on office website.
7. Notice Board/Guard File/Spare.

दीपक मौहली 24/4/25

वरि. लेखा परीक्षा अधिकारी/ का.स्था(एल टी ए)  
Sr.Audit Officer/OE(LTA)



( S-252 )  
**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) :
2. Ministry/Office :
3. Post held  
i) Permanent  
ii) Temporary
4. Length of Service on the date of application :
5. Present pay with pay scale :
6. Whether governed by Pension Rules :
7. Date of superannuation :
8. 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 :**

9. 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



## 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
Gr. Floor			
I Floor			
II Floor			

10. 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/acq-uisition of existing House	Cost of proposed Enlarge-ment	Total plinth area (2+3)	Total cost (4+5)	Amount of advance required	No. of instal-ments for repay-ment
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.)



11. 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

#### MISCELLANEOUS

12. 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

13. 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 :
  - 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 \_\_\_\_\_

Emp. Code No. \_\_\_\_\_

Telephone/Intercom No. \_\_\_\_\_