

महानिदेशक लेखापरीक्षा (केंद्रीय)  
चेन्नै का कार्यालय  
“ऑडिट भवन”, 361, अण्णा सालै, तेनामपेट  
चेन्नै – 600018



OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
(CENTRAL), CHENNAI  
'AUDIT BHAWAN', 361, ANNA SALAI,  
TEYNAMPET, CHENNAI - 600018

**No.DGA(C)/Claims-II/Unit-I/2026-27/21-02/2**

**Dated: 17.04.2026**

**CIRCULAR-03**

Applications are called for from the officials of this office for "House Building Advance" for the purchase of ready built House/Flat, and construction of a house or Migration of home loans taken from Banks/other financial Institutions.

1. All permanent Government employees and officials with at least 5 years continuous service are eligible.
2. The title to the land should be clear.
3. Only one advance shall be, sanctioned to the Government servant during his/her, entire service.
4. In cases where both the spouses are Central Government employees and both are eligible for grant of HBA, the advance will be admissible to both of them jointly/separately.
5. The maximum amount of advance shall be 34 months of basic pay subject to repaying capacity or cost of the house/flat or cost of construction or amount of home loan outstanding taken from Bank/other Financial institutions or Rs. 25 lakhs whichever is least.
6. The repaying capacity shall be calculated at 40% Basic Pay-50% of Basic Pay respectively depending upon balance service of the officers/officials.
7. The rate of interest on House Building Advance shall be at applicable rates at the time of disbursement of loan.
8. The amount of advance shall be disbursed in one lump sum in the case of ready built Flat/House and in two instalments @50% each for construction of a House.
9. The ready built flat/house shall be mortgaged to the Government on behalf of President of India within 3 months from the drawal of advance. Second Charge is permitted to meet balance cost of House/Flat or construction from the recognized financial institution.
10. In the case of Government servants on migration from existing home loans from banks/other financial institutions, employee shall be eligible for grant of HBA on the date he/she obtained loans from banks and other financial institutions, irrespective of whether they applied for HBA before raising the loan. The HBA utilization certificate should be produced within one month from the date of release of HBA.
11. After purchase of ready built house/flat or completion of construction it should be insured with recognized insurance institutions for not less than the amount of advance against Fire, Flood, Lightning etc.
12. House/Flat constructed/acquired with the help of HBA to be used for residential

purpose only.

13. The officers/officials who are desirous of availing the advance shall submit the application form in the prescribed format on or before 25th April 2025 along with other documents as prescribed in annexure. Only hard copy application with relevant documents to be submitted.

14. Based on the applications received, the requirement of funds will be called for from Headquarters.

15. Applications received after the due date and incomplete applications will not be considered. Sanction of the advance is subject to allotment of funds by the Headquarters.

**(Vide orders of Dir./Admn )**

**Senior Audit Officer /Claims**

**Copy to:**

- 1) Notice Board/RA Units
- 2) All sections - controlling sections may please send information to party members
- 3) Hindi Section for translation
- 4) SAO/EDP for sending Email to all officials and upload on official website

**DOCUMENTS TO BE ENCLOSED WHILE APPLYING FOR HBA**

1. Application in the prescribed form.
2. Building plan & Site plan-Approved by the Corporation/Municipality/Panchayat and signed by a Qualified Engineer (Civil) not below the rank of Assistant Executive Engineer.
3. Abstract of Estimate in Form 1-Duly signed and certified by the above Engineer.
4. Detailed estimate in Form II-Duly signed and certified by the above Engineer.
5. Building License/Permit (original)
6. Sale/Gift/Settlement/Partition Deed (original one Xerox copy in English version) duly attested by a Gazetted Officer.
7. Possession Certificate.
8. An upto date Non-encumbrance certificate in respect of land for a period not less than 25 years.
- 9 Declaration regarding house/property if any owned by the applicant/applicant's spouse/minor children. If the land is jointly owned by the official and the official's spouse, a letter from the spouse indicating willingness to mortgage his/her share of the land/property jointly as security for repayment of the advance.
10. Certificate regarding the repayment of the advance (duplicate).
11. Permission from the Head of Department for the construction of the proposed house. (to be obtained from OE(A).
12. Approval of the Town Planning Trust/Development Authority.
13. Title clear certificate from Government pleader. Application in the prescribed form.
14. In case of migration, the date on which the loan was taken and the outstanding loan as on date of application, duly certified by the bank.

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