

APPLICATION FOR GRANT OF ADDITIONAL HBA

AS PER O/o No. HBA/1/86 DATED: 15/09/1986

1. Name (in block letters):		Employee Number	
2. Designation & Division:			
3. Present Pay details:	Basic Pay:	₹	
	VDA:	₹	
	Total:	₹	
4. Date of initial appointment:			
5. Date of birth:			
6. Carry Home Salary (slip to be attached)			
7. Amount of HBA drawn earlier (for construction of house/acquisition of flat)		₹ _____ Rate of Recovery at ₹ _____	
8. Flat / House / Plot. No.			
9. Date of drawl of first/last instalment for construction purposes			
10. Date of drawl of first instalment of HBA for the acquisition of flat/house or date of drawl of last instalment (in case of SFS)			
11. Amount of additional HBA required now			₹
12. Completion certificates for earlier advance (copies to be attached)			
13. Proposed additional/alterations/substantial improvement:			
(i) Additions:			
(ii) Alterations:			
(iii) Substantial improvement:			

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14. Whether documents enclosed	Enclosed / Not Enclosed
(i) Approved building plan and permission from appropriate authority for proposed addition/alterations/substantial improvements	
(ii) Estimate from registered architect	
(iii) Whether house/flat is insured and policy deposited with HBA Cell	YES / NO
(iv) Whether all taxes are being paid regularly	YES / NO
(v) Whether house/flat is free from all encumbrances	YES / NO

15. Remarks (if any):

(BORROWER)

Date:

DM (F) (A&E) may please intimate the amount of HBA recovered up to ₹ _____ from Sh./Smt./Ms. _____ .

DM (F) – A&E

DM (Pers.) - HBA