

UNIVERSITY OF DELHI

Application Form prescribed under the rules regulating the
grant of advances to the University of Delhi/College
employees for bu

APPLICATION FORM

PASSPORT SIZE
PHOTO
ATTESTED BY
THE
HEAD OF THE
INSTITUTION

S.O./DUP

H.B.A. No.

GENERAL

1. Name Mr./Miss/Mrs.....
(in block letters)

Designation.....

Father's/Husband's Name.....
2. Residential Address..... Tel. No.....

Permanent Address.....

Deptt./College..... Telephone No.

Length of Service on the Date of application
- Temporary/Permanent.....
3. (a) Present Basic Pay
- (b) Scale of Pay.....
4. Whether governed by Pension Rules or C.P.F.....
5. Date of Retirement.....
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	It is clearly demarcated & 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 free hold
1	2	3	4	5	6	7
				(a) (b)		

B. Construction

Floor-wise areas to be constructed	Estimated Cost	Amount of Advance required (for land/construction/both)	No. of instalments for repayment
8	9	10	11

(3)

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

Location with Address	Plinth area (in sq. mts.)	Plinth area proposed for enlargement (in sq. mtrs.)	Cost of construction/ acquisition of existing house	Cost of proposed enlargement	Total plinth area (1+2)	Total cost (3+4)	Amount of advance required	No. of 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	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 owns a house, please state :

Location with address	Plinth are (Floor-wise)	Present fair market value	Reason for acquiring another house or enlargement of 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 P.W.D. Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a 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 University/College employees for purchase of land and purchase/construction of building, etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that *-
 - (i) My wife/husband is not a University/College employee/my wife/husband who is a University/college employee, 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.

Date :

Signature of Applicant.....

Designation.....

Office/Deptt./College.....

*Strike out the alternative(s) not applicable.

(5)

(TO BE COMPLETED BY APPLICANT'S HEAD OF THE DEPTT.)

I have scrutinised the application of Shri/Km/Smt.....

(Designation)..... in terms of Rule 9 (b) of the Rules and have satisfied myself to the correctness of the facts., stated therein.

Signature.....

Head of the Institution
(with Rubber stamp)

NOTE : AFTER COMPLETING THE APPLICATION FORM MAY BE SUBMITTED TO THE DIARY SECTION OF THE UNIVERSITY.