

Check List

List of Documents to be attached before processing of application for HBA

- I. For Construction of new house on plot
(If required original documents can be called for verification)**
1. Sanction of Competent authority for making transaction of immoveable property in IRCON Conduct, Discipline & Appeal Rules.
 2. Photo copy of Registered Sale Deed duly self attested & countersigned by Project Head / Functional Head.
 3. Approved Plan, in original
 4. Estimate for construction of house by registered Engineer/Estimator as per specification enclosed, in original.
 5. Photocopy of non-encumbrance certificate issued by Local Municipal authorities / Land Development Authorities / Society / Gram Pradhan / Gram Panchyat, duly self attested and countersigned by Project Head / Functional Head.
 6. Option for floating / fixed rate of interest
 7. Agreement on stamp paper of Rs.50/-.
 8. Surety Bond of two employees on stamp paper of Rs.100/- each.
(Surety should be from the equal status employee and who has to retire till the final recovery of HBA of the applicant. Surety of lower status employee's could also be accepted. In that case specific approved is to be sought).
- II. Purchase of ready built house from Society / DDA and other Government agencies
(If required original documents can be called for verification)**
1. Sanction of Competent authority for making transaction of immoveable property in IRCON Conduct, Discipline & Appeal Rules.
 2. Photo copy of Allotment letter duly self attested & countersigned by Project Head / Functional Head.
 3. Photo copy of Share Certificate duly self attested & countersigned by Project Head / Functional Head.
 4. Approved Plan of flat, in original
 5. Total cost of the flat and payment Schedule
 6. 'No objection certificate' from the Society/Land Development Authority conveying that they have no object for mortgage of the flat with the Society.
 7. Photocopy of non-encumbrance certificate issued by Local Municipal authorities / Land Development Authorities / Society / Gram Pradhan / Gram Panchyat, duly self attested and countersigned by Project Head / Functional Head.
 8. Approval of Layout Plan of Society flats from Authority.
 9. Registration certificate of Society from the Registrar of Societies.
 10. Bye-laws of Society
 11. Option letter for floating / fixed rate of interest
 12. Agreement on stamp paper of Rs.50/-.
 13. Surety Bond of two employees on stamp paper of Rs.100/- each.
(Surety should be from the equal status employee and who has to retire till the final recovery of HBA of the applicant. Surety of lower status employee's could also be accepted. In that case specific approved is to be sought).
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Sub: Application for grant of House Building Advance.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Emp. code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Date of Birth		6.	Status	
7.	Date of appointment		8.	Completed years of service	_____ years
9.	Date of superannuation		10.	Completed months of service left upto the date of superannuation	_____ months
11.	Scale of Pay	Rs. _____ (IDA / CDA)	12.	Basic pay	Rs. _____ p.m
13.	Is your spouse, a Central Government / Public Sector Undertaking servant / IRCON employee. If so, give her / his name, Designation, office name & address etc.				
14.	Do you or your spouse / minor child already own a house, If so, please state				
	Station where it is situated with exact address	Floor area (in sq. ft)	Its approximate valuation	Reason for desiring to own another house or enlarging living accommodation in an existing house, as the case may be	
15.	Option for Rate of Interest on HBA		* Fixed / floating (certificate enclosed)		

16. Do you require the advance for

(a) Building a new house. If so, please indicate:

Approximate floor area of the house proposed to be constructed (in sq. ft.)	Estimated cost			Amount of Advance required	No. of years in which the advance with interest is proposed to be repaid
	Cost of land	Cost of building	Total		
(1)	(2)	(3)	(4)	(5)	(6)

NOTE: Entries in Cols. 2-4 will have to be supported by specifications estimates and approved plan. Specifications in which estimate is to be submitted are enclosed.

(b) Whether you are already in possession of the land. If so, please state

Name of the city or town where it is located	Whether you wish to settle there after retirement.	Area of the plot (in Sq. yard) (if any)	Name of the Municipal or other local authority (if any) in whose jurisdiction it is located

(c) If no plot of land is already in your possession, then

i) how and

ii) when do you propose to acquire one,

iii) State the approximate plot area (in sq. yards) proposed to be acquired.

17. Do you require advance for enlarging living accommodation in an existing house, if so, state:-

No. of rooms in the house (excluding lavatory, bath room and kitchen).	Total floor area of the rooms (in sq.ft)	If an additional storey is proposed to be added, is the foundation strong enough	Particulars of additions desired			Amount of advance as desired	No. of years in which the advance with interest is proposed to be repaid
			No. of rooms	Floor area (in sq. feet)	Estimated cost		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

NOTE: Approved plan of the existing house should accompany the application.

18. Do you require the advance for purchasing a ready made house -

(a) (i) If so, and in case you already have a house in view, state:-

Exact location of the house	Floor area of the house (in sq. ft)	Plinth area of the house (in sq.ft)	Approx. age of the house	Municipal valuation of the house	Name and address of the owner	Approximate price expected to be paid	Amount of advance required	No. of years in which the advance with interest is proposed to be repaid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(ii) Have you satisfied yourself that the transaction would result in your acquiring an undisputable title to the house?

NOTE: Approved plan of the house should accompany the application.

- (b) If you do not already have a house in view, how, when and where do you propose to acquire one, indicate:

Approximate amount upto which you will be prepared to buy a house	Approximate amount of advance required	No. of years in which the advance with interest is proposed to be repaid

19. Is the land on which the house stands, or is proposed to be constructed, free hold or lease-hold? If lease hold, state -

The term of lease	How much if the term has already expired	Whether conditions of the lease permit the land being mortgaged to Company	Premium paid for the plot	Amount rental of the plot

NOTE: A copy of the lease / sale deed should accompany the application.

20. (a) Is your title to land / house undisputed and free from encumbrances?
- (b) Can you produce, if required, original documents (sale of lease deed) in support of your title? If not, state reasons there for indicating what other documentary proof, if any, can you furnish in support of your claim.
- (c) Does the locality in which the plot of land / house is situated, possess essential services like roads, water supply, drainage, sewerage, street lighting, etc? (Furnish a site plan with complete address).

21.

In case you happen to be due to retire from service within 20 years of the date of this application, do you undertake to repay the outstanding balance of the advance by making a final (House Building) withdrawal from your provident fund and / or authorise the Company to adjust the remaining balance against any gratuity that may be admissible to you?	
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DECLARATIONS

- I. 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:
- II. I have read the Rules regulating the grant of advances to IRCON employees for building etc. of houses, and agree to abide by the terms and conditions stipulated therein.
- III. I certify that:*
 - (i) my wife / husband is not a Central Government / Public Sector Undertakings / IRCON Company employee and has not applied for any HBA, and / or my wife / husband who is a Central Government / Public Sector Undertaking / IRCON Company employee has obtained an advance.
 - (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) or drawn an advance or made, a final withdrawal from any provident Fund in connection with the acquisition of a house.

- (iii) that the house proposed to be purchased / constructed / enlarged is required for my bonafide personal use.
- (iv) that the construction of the house for which the advance has been applied for, has not yet been commenced.

Date: _____

Signature of employee _____

Encls: As per List attached.

Signatures of the Controlling Officer**FOR USE OF HRM & ACCOUNTS, CORPORATE OFFICE**

Information given above has been checked and verified.

Sh./Ms _____, _____ is eligible for an HBA.

Amount of HBA recommended – Rs. _____.

Sanctioned amount of advance would be released lump sum or _____ as per demand raised by the _____ in instalments as under:

1 st instalment of 40% of advance	On Sanction of Loan
2 nd instalment of 40 % of advance	When construction will reach at plinth level.
3 rd instalment of 20% of advance	When construction will reach at roof level.

He has opted for fixed / floating rate of interest. Rate of interest would be ____ % p.a.

Principal would be recovered in _____ instalments and interest in _____ instalments and balance if any would be recovered from final settlement dues. The Rate of installment would be Rs. _____/- p.m.

Interest accrued on principal – In how much instalments the interest is to be recovered would be issued once the entire principal has been repaid and the details of actual interest accrued is received from Accounts Department.

Competent Authority for approval is _____ (Ref. Item No. _____ of SOP).

Signatures of the Dealing Official

Manager/ HRM**Manager / Legal - for vetting****DGM / HRM****GM / HRM****GM/F (HQ)****ED / Finance**

FORMAT FOR EXERCISING OPTION OF FIXED INTEREST RATES OR VARYING INTEREST
(Circular No. 176/2003 dated 9.10.2003)

I, _____, _____, Employee
code no. _____, wish to exercise following option of interest rate on HBA sanctioned to me.

- i) I wish to continue with the fixed rate option (as per revised rule 10.1(a) and rate of interest on my outstanding balance against HBA may be continued to be charged on the rate of interest applicable at the time of sanctioning the loan to me.
- ii) I wish to switch over from fixed rate to varying rates (as per revised rule 10.1(b) and I also undertake that any change (increase / decrease made by Ministry of Railways in the interest rate will automatically be applicable to the outstanding balance against HBA taken by me.

(* Strike out which is not applicable)

I undertake that this is a one time option and I shall not be allowed to change this option in future under any circumstances.

Name of the employee _____

Designation _____

Date _____

Controlling Officer

APPENDIX 'A'**Abstract of cost of original estimates and detailed specifications based on details in Form No. 8 for grant of advance to IRCON employees for the building of houses**

Name: _____

Designation: _____

Locality and address in which the house is proposed to be constructed:_____

Item No	Sub heads and items of work	Qty	Rate per	Amount	Total
(1)	(2)	(3)	(4)	(5)	(6)
I	Earthwork (Earthwork excavation for foundations and disposing of the surplus earth etc.)		1000 c.ft.		
II	Concrete Work (Foundation concrete with cement or lime using stone or brick ballast either below floors or for footings)		100 c.ft.		
III	Damp proof course (Concrete on rich cement mortar or bitumeastic compound).				
IV	Roofing Work (R.C.C. Asbestos or any other type of suitable roof).				
V	Reinforced cement concrete				
VI.	Masonry (Brick, Stone, Concrete blocks walls, etc.)				
VII.	Wood work (Doors and windows, wooden scantlings for roofs, etc.)				
VIII.	Steel work (Reinforcements, hold-fast, window bars, etc.)				
IX.	Flooring (Concrete, stone or marble, chips, etc.)				
X.	Finishing (Plastering, painting, colour or white washing, painting, etc.)				
XI.	Miscellaneous (e.g. rain water pipes shelves, alis, chulas, pegs, Hooks for fans, etc.)				
XII.	Sanitary Installations (Closets, connections, pipes manholes, drains, etc.)				
XIII.	Water Supply (Taps, water meters, water tanks, G.I. pipe, etc.)				
XIV.	Electricity (Electric points, meters, connections, lines, etc.)				
	Total cost:				

Date _____

Signatures of registered Engineer / Estimator

APPENDIX 'B'

Detailed estimate for advance to IRCON employee for the building of a house

Name _____

Designation _____

Office to which attached _____

Locality and address in which the house is proposed to be built _____

S.No	Details of work	No.	Measurement			Quantities
			Length	Breadth	Height	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	EARTHWORK					
	Earthwork in excavation in all soils for foundation and other trenches and depositing the same within one Chain bed and upto 5'-0" lift.					
	Front wall	1	19-1/2	1-1/2	2	59
	Rear verandah retaining wall	1	19-1/2	1-1/2	1-1/2	44
	Outside wall	1	20-1/2	1-1/2	2	62
	Common walls between rooms	1-1/2	12-1/2	1-1/2	2	56
	W.C. Front & Rear	2	3-1/2	1	1-1/2	11
	W.C. Front & Rear	1-1/2	4-1/2	1	1-1/2	11
	Steps in front and side	2	4-1/2	1-1/2	1/2	7
						250
2.	Refilling the excavated earth etc.					
	Continue details for all items as given in Annexure 'A'					

Date _____

Signature of registered Engineer / Estimator

NOTE: The entries made in Cols.3-7 against item 1 above are just to explain how the entire form is to be prepared.