

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL),
CHENNAI
"LEKHA PARIKSHA BHAVAN", 361, ANNA SALAI, TEYNAMPET,
CHENNAI-600018.**

CIRCULAR

No.PDA(C)/Claims-II/Unit-V/2021-22/

dated: 06.05.2021

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 are eligible.
2. Officials with at least 5 years continuous service.
3. The title to the land should be clear.
4. Only one advance shall be, sanctioned to the government servant during his/her, entire service.
5. 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.
6. 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.
7. The repaying capacity shall be calculated at 40% Basic Pay - 50% of Basic Pay respectively depending upon balance service of the officers/officials.
8. The rate of interest on House Building Advance shall be at applicable rates at the time of disbursement of loan.
9. The amount of advance shall be disbursed in one lump sum case of ready build Flat/House and in two instalments @50% each for construction of a House.
10. 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 which may be declared and applied along with NOC at the time of applying for HBA.
11. In the case of government servants on migration from existing home loans from banks/other financial institutions, a certificate from the banks/other financial institution for the outstanding loan amount as on 01.05.2021 is to be enclosed with the application form. The HBA utilization certificate should be produced within one month from the date of release of HBA.

12. 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.

13. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only.

14. The officers/officials who are desirous of availing the advance shall submit the application form in the prescribed format on or before 21st of May 2021 along with other documents as prescribed in annexure, **Only hard copy application along with relevant documents to be submitted.**

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

(This issues with the approval of DD/Admn. Dt.06.05.2021)



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 sms/Email to all officials and upload on official website
Sms message- Last date for applying for HBA for the year 2021-22 is **21.05.2021**. For further details please refer to your official mail id.

**REQUIRED DOCUMENTS WHILE APPLYING FOR THE ADVANCE FOR
CONSTRUCTION ALONE**

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 G.O.
7. Possession Certificate.
8. An up to date Non-encumbrance certificate in respect of land for a period not less than 25 years.
9. Declaration of house/property (duplicate).
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.