

**GRANT OF ADVANCE FOR PURCHASE OF LAND OR
PART/FULL CONSTRUCTION, ENLARGEMENT, ETC. OF A HOUSE
APPLICATION FORM
(To be filled by the applicant)**

GENERAL

1. Name (in Block letters) & Emp.No : _____
2. Post held (w.e.f) : _____
3. Branch /Branch Office : _____
4. Status of the Post Held : Permanent / Temporary / Officiating
5. Present pay : _____ (Level: __ ; Cell: __)
6. Date of Birth: _____ Date of Joining: _____ Date of Retirement: _____
7. Length of service (on the date of application) : _____
8. Whether governed by pension Rules : GPF / NPS
9. Amount of Provident Fund/ any other advance/ final withdrawal taken for purchase of land / construction (An attested copy of the sanction to be enclosed) :
10. Whether spouse is Central Government servant : YES / NO
11. Amount of Advance required : _____
12. No. of Instalments Required : _____

Please tick the purpose for which advance is needed

- Purchase of plot and for construction of a new house
- Construction of a new house in the existing plot
- Expansion of existing house in the existing plot
- Purchase of Constructed house with land/Flat
- Repayment of Existing Housing Loan

Plot Details

(whether intended to purchase or intended to construct a new or expand the house)

- 1. Location with address :
- 2. Rural / Urban :
- 3. Registered / to be registered : Employee / Spouse / Jointly
- 4. Approximate Area (in Sq.Metres) :
- 5. Is it Clearly Demarcated / Developed:
- 6. Is it Freehold / Leased / to be Acquired :
- 7. If it is leased, unexpired portion of lease Period :
- 8. If it is already constructed, Constructed Plinth Area :

If it is flat,

- 9. Floor of the house :
- 10. UDS (in Sq. Metres) :
- 11. Year of construction :

If it is to be purchased

12. Name of the Seller from whom to be purchased with Address :
13. When is it proposed to acquire? :
14. Cost of the Plot (Including Registration fee) :
15. If Advance paid to Seller, Actual amount paid :
16. Amount required from HBA for purchase of Plot (For Land) :

If advance is required for Construction of New House

Floor- wise area to be Constructed(in Sq. Metres)	Estimated cost
G.F	
I Floor	
II Floor	

If advance is required for enlarging the existing house,

Existing Plinth area (in Sq. Metres) (1)	Plinth area proposed for enlargement (in Sq. Metres) (2)	Cost of construction / acquisition of existing house (3)	Cost of proposed enlargement (4)	Total plinth area (in Sq. Metres) (5)	Total cost (6)

[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.]

Enclosure: (Only if Construction Involved)

- a. The relevant construction plan approved by the authority concerned;
- b. Detailed construction estimates based on Central/ State PWD Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified Engineer.

If advance is required for repayment of Loan taken

- 1. Name and Address of the Institution from which Loan was taken:
- 2. Loan Amount sanctioned with Interest Rate:
- 3. **Enclose: (all are mandatory)**
 - a. Loan sanction letter
 - b. Recent Repayment Schedule
 - c. Loan Outstanding Letter from the Institution

MISCELLANEOUS

If you or any dependent member of your family already own(s) any other house, please state

Location with address (1)	Plinth area (Floor-wise) (2)	Present fair market value (3)	Reasons for acquiring another house (4)

Terms

- Cost of the house to be build / purchased (excluding the cost of plot) should not exceed 139 time of the basic pay of the employee subject to a maximum of Rs 1.00 Crore
- The amount of advance shall be restricted to 80% of true cost of the land and construction of house.
- **Officials are not eligible to avail HBA for outright purchase of new ready-built house/flat from private individuals.**
- Only one advance shall be sanctioned to the government servant during his/her entire service.
- The purchased / constructed house should be insured with recognised institution approved by IRDA immediately not less than the value of advance availed till the repayment of advance along with interest. Penal interest 2% will be levied for the period not insured.

Declarations

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 Central Government servants 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) I have not 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).

(ii) I won't use the availed House Building Advance for any purpose other than the one mentioned above.

Station:

Date :

Signature of the Applicant

Name:

Designation:

Branch:

* Strike out the alternative(s) not applicable.



EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI – 110 002.
www.esic.nic.in (23230873)

No. A-44/20/1/2017.E-IV

Dated: 01.03.2018

MEMORANDUM

Sub: - House Building Advance Rules (HBA) - 2017

The office Memorandum No. I.17011/11(4)/2016-H-III dated: 09.11.2017 issued by Ministry of Housing & Urban Affairs, Govt. of India pertaining to House Building Advance stands adopted in ESIC.

This issues with the approval of Director General in consultation with Financial Commissioner.

End:-As above


(A.K.SAHU)
JOINT DIRECTOR

To,

1. All Regional Director/Directors/Jt. Director(Incharge)
2. All Medical Supdts., ESIC/Model Hospitals,
3. All Deans, ESIC Medical College/Institutions
4. Director(Medical)Delhi/Noida
5. P.S. to All Divisional Heads Hqrs./NTA
6. P.S. to D.G/F.C.
7. Web Content Manager with the request to upload it on the website of ESIC
8. Guard File

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I.17011/11(4)/2016-H-III
Government of India
Ministry of Housing & Urban Affairs
Housing-III Section

Nirman Bhawan, New Delhi,
Dated 09.11.2017.

OFFICE MEMORANDUM

Subject: House Building Advance Rules (HBA) – 2017.

The following House Building Advance Rules is in supersession of existing rules on the subject:

1. Introduction

Grant of House Building Advance for Central Government employees is regulated in terms of rules and regulations laid down from time to time by the Ministry of Housing & Urban Affairs (erstwhile Ministry of Urban Development). These rules are as under:

2. Purpose

House Building Advance (HBA) is admissible to an employee for only one of the following purposes:-

- i. Constructing a new house on the plot owned by the employee or spouse, either jointly or individually.
- ii. Purchasing a plot and constructing a house thereon.
- iii. Purchasing a plot under co-operative Schemes and constructing a house/ flat thereon or acquiring a house through membership of Cooperative Group Housing Societies.
- iv. Purchase/construction of house under the self-financing schemes of Delhi Bangalore, UP, Lucknow etc.
- v. Outright purchase of a new ready-built house/ flat from Housing Boards, Development Authorities and other statutory or semi-Government bodies and from registered builders i.e., registered private builders, architects, house building societies, etc., **but not from private individuals.**
- vi. Expansion of living accommodation of an existing house owned by the employee or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling under these rules.
- vii. Repayment of loan or advance taken from a Government or HUDCO or private sources even if the construction has commenced, subject to certain conditions.

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- viii. Existing employees who have already taken Home Loans from Banks and other financial institutions are allowed to migrate to this scheme. subject to fulfillment of extant conditions.
- ix. Constructing only residential portion of the building on a plot earmarked for a shop-cum-residential plot, in a residential colony, subject to prescribed cost ceiling.

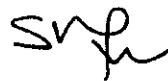
3. Eligibility

- i. All permanent government employees.
- ii. All other employees with at least 5 years of continuous service, provided they do not hold permanent appointment under a State Government and the sanctioning authority is satisfied about their likely retention in service till the house is built and mortgaged.
- iii. Members of All India Services deputed for service under the Central Government/Company/ Association/Body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government or an International Organization, and autonomous body not controlled by Government or Private Body.
- iv. Employees of Union Territories and North East Frontier Agency.
- v. Staff/ Artistes of the All India Radio who fulfil the condition prescribed at (ii) above and have been appointed in long term contracts extending to the age as per extant rules.
- vi. Central government employees governed by The Payment of Wages Act, 1936.
- vii. Central government employees on deputation to another Department or on Foreign Service. Such cases to be processed by the Head of the Office of the Parent Department.
- viii. Extant rules for eligibility conditions of Ex-servicemen and of central government employees under suspension remains unchanged.

Note: In cases where both the spouses are central government employees and are both eligible for grant of House Building Advance, the advance will be admissible to both of them jointly/ separately.

4. Cost Ceiling Conditions -

- i. Cost of the house to be built /purchased (excluding the cost of plot) should not exceed 139 times of the basic pay of the employee subject to a maximum of Rs.1.00 crore (one crore) only. In individual cases, if the Administrative Ministry is satisfied on the merits of the case, the cost ceiling may be relaxed up to a maximum of 25% by the Head of the Department.



5. Amount of Advance

- i. Only one advance shall be sanctioned to the government servant during his/ her entire service.
- ii. The maximum amount of advance shall be:
 - a) 34 months basic pay subject to a maximum of Rs. 25.00 lakhs only (Rs. Twenty five lakhs), or cost of the house/flat, or the amount according to repaying capacity, whichever is the least for construction/purchase of new house/flat.
 - b) For expansion of existing house, the amount of HBA will be limited to 34 months basic pay subject to maximum of Rs.10.00 lakhs only (Rs. Ten lakhs), or the cost of the expansion, or the amount according to repaying capacity, whichever is the least.
 - c) The amount of the advance shall be restricted to 80% of true cost of the land and construction of house or cost of expansion of living accommodation in the case of construction in rural areas. This can be relaxed and 100% can be sanctioned if the Head of the Department certifies that the concerned rural area falls within the periphery of town or city.

6. Repayment Capacity

For the purpose of calculating the admissible loan amount, the repayment capacity of the central government employee shall be calculated as below:

a)	In cases of employee retiring after 20 years.	40% of basic pay.
b)	In cases of employee retiring after 10 years but not later than 20 years.	Up to 40% of basic pay. 65% of DCR Gratuity may also be adjusted.
c)	In cases of employee retiring within 10 years.	Up to 50% of basic pay DCR Gratuity up to 75% can be adjusted.

7. Applicable Rate of Interest and Methodology of Recovery of House Building Advance

- i. The Interest on Housing Building Advance for the financial year 2017-18 onwards shall be 8.50%. This shall be reviewed every three years to be notified in consultation with Ministry of Finance.
- ii. The methodology of recovery of HBA shall continue as per the existing pattern of recovery of principal first in the first fifteen years in not more than 180 monthly instalments and interest thereafter in next five years in not more than 60 monthly instalments. The advance carries simple interest from the date of payment of first instalment.
- iii. All cases of subsequent tranches/ instalments of HBA being taken by the employee in different financial years shall be governed by the applicable rate of



interest in the year in which the HBA was sanctioned, in the event of change in the rate of interest.

Note: The clause of adding a higher rate of interest at 2.5% (two point five percent) above the prescribed rate during sanction of House Building Advance, as reproduced below, stands **withdrawn**.

"Sanction should stipulate the interest 2.5% over and above the scheduled rates with the stipulation that, if conditions attached to the sanction including those relating to the recovery of amount are fulfilled completely to the satisfaction of competent authority, a rebate of interest of the extent of 2.5% will be allowed".

8. Disbursement

- i. Advance for purchase of ready built house can be paid in one lump sum as soon as the applicant executes an agreement in the prescribed form. The employee should ensure that the house is purchased and mortgaged to the Government within 3 months of drawl of the advances.
- ii. Advance for purchase/ construction of new flat may be paid either in one lump sum or in convenient instalments at the discretion of the Head of Department. The employee should execute the agreement in prescribed form before the advance/ first instalment of advance is paid to him/ her. The amount drawn by the employee should be utilized for the purchase/ construction of the flat within one month.
- iii. Advance for construction/ expansion of living accommodation, etc., shall be payable in two instalments of 50% each. The first instalment will be paid after the plot and proposed house/ existing house is mortgaged and the balance on the construction-reaching plinth level.
- iv. Advance for expansion to be carried out on the upper storey of the house will be disbursed in two instalments, first instalment on executing the mortgage deed and the second instalment on the construction reaching roof-level.
- v. In the case of advance for purchase of plot and construction of house, the advance will be disbursed as below:
 - a) **Single Storeyed House:** After agreement in prescribed form is executed on production of surety bond, 40% of the advance or actual cost will be disbursed for purchase of plot. The balance amount will be disbursed in two equal instalments, first after the mortgage is executed and second on the construction reaching plinth level.
 - b) **Double Storeyed House:** 30% of advance for cost of plot will be disbursed on executing the agreement. The balance amount will be disbursed in two equal instalments, the first on executing the mortgage deed and the second on construction reaching plinth level.



9. Mortgage and Creation of Second Charge

- a) House shall be mortgaged on the behalf of President of India. However, the employee, if he wishes to take a second charge to meet the balance cost of the house/ plot or flat from recognized financial institutions, then he/ she may declare the same and apply for NOC at the time of the applying for HBA. **NOC for second charge will be given along with sanction order of HBA.** The total loan from HBA and from all other sources cannot be beyond ceiling cost of the house as defined under para 4 above.
- b) In case if HBA is availed by both husband/ wife jointly.
 - i. HBA Mortgage paper, insurance paper and other papers regarding property shall be submitted to one of the loan sanctioning authorities of their choice.
 - ii. A **No Objection Certificate** may be obtained from the 2nd loan sanctioning authority.
 - iii. The property mortgaged to behalf of President of India, shall be reconvened on the prescribed form to the central government employee concerned (or their successors in interest, as the case may be), after the advance together with interest thereon, has been repaid to Government in full and after obtaining **No Demand Certificate** in respect of HBA loan sanctioned by the 2nd loan sanctioning authority.

10. Insurance

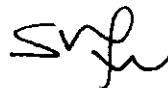
- a) Immediately on completion of construction/purchase of house/flat, the employee shall insure the house with the recognized institutions as approved by **Insurance Regulatory and Development Authority (IRDA)**, for not less than the amount of advance and shall keep it so insured against damage by fire, flood and lightning till the advance together with interest thereon is repaid in full and deposit the policy documents with the Head of the Department (HoD). Renewal of insurance will be done every year and premium receipts produced for inspection of the HoD regularly.
- b) Penal interest of 2% over and above existing rate of interest will be recovered from the employee for those periods which are not covered by insurance of the house.

11. Migration

For existing House Building Advance beneficiaries who wish to migrate, a separate order for migration to the revised House Building Advance rules will be issued shortly.

12. Extant rules

Apart from above stated changes in relevant sections in the earlier version of House Building Advance rules, all other extant rules shall continue to apply till further orders.



13. This issues in consultation with Comptroller & Auditor General, in so far as the persons working in the Indian Audit & Accounts Department concerned.

14. Hindi version will follow.

15. This comes to the effect from the date of issue.



(Shailendra Vikram Singh)

Director

Ministry of Housing & Urban Affairs

Tel-23062798

To

All the Ministries and Departments of the Government of India as per standard distribution list

Copy to – C&AG and U.P.S.C., etc. as per Standard endorsement list.

Copy for information to- PS to MOS(I/c), HUA, PSO to Secretary/PPS to JS&FA, Budget Division and US(Admn.), MoHUA, New Delhi.

Copy to — 17 Cell, MoHUA for uploading of notice on website.



EMPLOYEES STATE INSURANCE CORPORATION
'PANCHDEEP BHAWAN', C.I.G ROAD, NEW DELHI - 110 002.
Website - esic.org.in

((011) 23234092

No.A-27/17/1/2008-E.III (Col.3)

Dated : 30.10.2008

All Regional Directors/A.C. (NTA)/Directors/Joint Directors (I/c)
All Medical Superintendents of Model Hospitals/SSMCs/SMCs/D(M)D/ M.S., ESI
Hospital, Basaidarapur/Rohini/Okhla/Jhilmil/Noida.

Subject : Delegation of Power

Sir,

The issue regarding de-centralization of work and more delegation of Powers to field units with an objective to reduce the references to Hqrs.' in routine matters, where rules have been laid down, has been under active consideration of Hqrs.' Office. With the approval of Director General and in supersession of all previous instructions on the subject, the following powers have been delegated to Regional Directors/A.C. (NTA)/Medical Superintendents/Directors/Joint Directors (I/c) :-

1. **Sanction of advance for purchase of Conveyance, Computer and House Building.**
 - (a) Advances under above Heads shall be sanctioned by the Regional Directors/Directors/Medical Superintendents/Joint Directors (I/c) in respect of all the Officers and employees under their control.
 - (b) Sanction Orders shall be issued on satisfaction of eligibility criteria within the existing rules/instructions governing their grant in the prescribed format. However, the cases requiring deviation/relaxation to the rules and cases involving Head of Offices shall be sent to Hqrs.' Office, clearly indicating the reasons as to why the case has been referred to Hqrs.
 - (c) Provision for budget under the relevant heads shall be transferred to the respective field units by the Hqrs.' Office.
 - (d) Monthly Information Report as per the following format in respect of sanction of advances shall be submitted to A.C. (P&A) every month before 10th of the succeeding month.

S.No.	Details of Advances	No. of cases (Group-wise)	Amount Sanctioned (Group-wise) (Rs. in lakhs)
1.	HBA		
2.	Computer		
3.	Conveyance		

2. Settlement of claims for reimbursement of medical expenses - Grant of advance for Super Speciality treatment not available in ESI Hospital in the concerned locality.

Settlement of the above reimbursement claims preferred by Officers/Employees may be made by the Regional Directors/Directors/Medical Superintendents/Joint Directors (I/c) as per the existing Rules/Instructions issued on the subject. The cases requiring relaxations due to emergency may also be decided by the concerned head of office in consultation with the respective SSMC/SMC and the Local finance. However, non emergency cases, where deviation takes place, shall continue to be referred to Hqrs.' Office for sanction with clear recommendations.

3. Issue of Pension Payment Orders.

Heads of Offices are authorized to sanction Pension Payment Orders in respect of Group C & D employees. Detailed instructions/ procedures are being issued separately from Finance and Accounts Division of Hqrs.' Office.

This issues with the concurrence of Finance and Accounts Division, Hqrs.' Office.

Hindi version will follow.

Yours faithfully,

(S.K. SHAH)
JOINT DIRECTOR (E.III)

Copy for information to :-

1. All J.D. (Fin.)/D.D. (Fin.) of Regional Offices/Sub-Regional Offices/ Model Hospitals/A.C. (NTA).

2. Director (Fin.), ESI Corporation, Hqrs.' Office - with a request to issue necessary instructions w.r.t. para 3.
3. Joint Director, E.II, ESI Corporation, Hqrs.' Office with a request to issue necessary instructions w.r.t. para 1 (c).
4. Director (MSU), ESI Corporation, Hqrs.' Office - with the request to amend the booklet regarding Delegation of Powers in the light of Director General's orders as above.
5. Director (Systems), ESI Corporation, Hqrs.' Office - with a request to upload this letter on the ESI Corporation Website.
6. Hindi Cell.
7. P.P.S. to DG/P.S. to FC/MC/IC/CE.

JOINT DIRECTOR (E.III)