

HOUSE BUILDING ADVANCE READY BUILT HOUSE / FLAT CHECK LIST

I INITIAL STAGE:-

Along with the application in complete shape, the following documents should be furnished:-

- i** HBA Application
- ii** Agreement with the vendor (incase of ready built or second sales)
- iii** Copy of parent document
- iv** Encumbrance Certificate for 13 years in original (as on application date)
- v** Copy of approved plan and (2 Nos.)
- vi** Copy of plan permission (issued by Executive Officer (or) Panchayath Chairman)
- vii** Legal opinion from Government Pleader

I. a) Applicant should have completed 6 years of service

II. Superintending Engineer/Civil has to be addressed with a copy of approved plan to execute an Executive Engineer/Civil to inspect the Ready Built House / Flat proposed to be purchased.

III. Before considering sanction, Disciplinary proceedings/ Vigilance Clearance to be obtained. On receipt of Disciplinary Proceedings/ Vigilance clearance with the inspection report from the Superintending Engineer/Executive Engineer (Civil) sanction may be considered.

IV. RECOVERY:-

i 50% of pay plus D.A irrespective of the amount sanctioned.

ii Recovery should commence from the following the month in which the amount has been disbursed.

iii Not to exceed 180 installments of principal plus 60 installments of interest overall 240 installments.

V. Sanction copy to be sent to "A7" Section along with the date of inspection, date of receipt of application for allotment of fund.

VI. In the meantime, employee should produce the Agreement and Surety Bond. On receipt of agreement and Surety Bond, the fund allotment is made disbursement may be ordered in one lumpsum.

VII. Within two months from the date of receipt of the advance, property should be purchased within six months from the date of receipt of the amount, property should be mortgaged in favour of the Board.

VIII. Within three months from the date of purchase of the Ready Built House/ Flat should be insured and every year on the due date, should be renewed the policy and submitted to the Board for perusal and return.

IX. Reimbursement of Stamp duty and Registration fee will be considered when the employee submitted the Registered Mortgage deed, Encumbrance Certificate in favour of the Tamil Nadu Electricity Board and the Registration fee receipt.

TAMIL NADU ELECTRICITY BOARD
APPLICATION FORM FOR GRANT OF ADVANCE TO BOARD EMPLOYEES
FOR THE BUILDING ETC. OF HOUSE.

1.
 - a Name in Block Letters :
 - b Designation :
 - c Scale of Pay :
 - d Present Pay including dearness allowance but excluding other allowances :

2.
 - a Department and Office in which employed :
 - b Station where posted :

3. **Please State:-**
 - a Whether you are a permanent of non-permanent Tamil Nadu Electricity Board Employee and the length of service rendered under the Tamil Nadu Electricity Board :
 - b Your Permanent post if any and the name of Office and department concerned :
 - c Date of Birth :
Age :
Next Birth day :
 - d Date of Retirement :
 - e Is your Wife / Husband a Tamil Nadu Electricity Board Employee? If so, give her/his name, designation etc. :

4. Do your or does your wife/husband minor child already own a house? (See rule 2 (b). if so, please state
 - a Station where it is situated :
 - b Floor area (in square meter) :
 - c Its approximate valuation :
 - d Reasons for desiring to own another house :

- 5. (a)** Do you require the Advance for :
purchase of a plot and building a :
new house thereon? If so, please :
indicate:-
- i** When and how do you proposed to :
acquire the plot
 - ii** Name of the City or Town where it :
is situated
 - iii** Whether you wish to settle there :
after retirement
 - iv** Name of the Municipal or any other :
local Authority (if any) in whose :
jurisdiction it is located
 - v** Area of the plot in Square Meters :
 - vi** Cost of the land :
 - vii** Approximate floor area of house :
proposed to be constructed (In :
square meters)
 - viii** Cost of the Building :
 - ix** Total :
 - x** Amount of advance required :
 - xi** No of years in which the advance :
with interest is proposed to be :
repaid

Note: -

The approved lay-out should accompany the application. The detailed estimates and plan duly approved by the local authority should be produced at the appropriate stage (viz) after drawal of 1st installment and before drawal of 2nd installment intended for construction.

- b)** Do you require the advance for :
building a new house? If so, please :
indicate.
- i** Whether you are already in :
possession of land
 - ii** Name of the City or Town where it :
is situated

- iii** Whether you wish to settle there :
after retirement
- iv** Name of the Municipal or any local :
authority (if any) in whose
jurisdiction it is located
- v** Area of the plot in square meters :
- vi** Floor area of the house proposed :
to be constructed (in square
meters)
- vii** Estimate cost :
- viii** Amount of advance required :
- ix** No Of years in which the advance :
with interest is proposed to be
repaid

Note:

Specifications, estimates and plan duly approved by the Local Authority concerned should accompany the application

- 6.** Do you require the advance for :
enlarging living accommodation in
an existing house? If so, please
state
- a** Number of rooms in the house :
(excluding lavatory, bath room and
kitchen)
- b** Total floor area of the rooms (in :
square meter)
- c** If an additional storey is proposed :
to be added, is the foundation
strong enough?
- d** Particulars of additions desired :
- i** Number of rooms :
- ii** Floor area (in square meters) :
- iii** Estimate cost :
- iv** Amount of advance required :
- v** Number of years in which the :
advance with interest is
proposed to be repaid

- 7.** Do you require the advance for :
 purchasing a ready-built, Flate? If
 so, please state
- a** Exact location of the house :
- b** Floor area of the house (in square :
 meters)
- c** Plinth area of the house (in square :
 meters)
- d** Approximate age of the house :
- e** Municipal valuation of the house :
- f** Name and address of the owner :
- g** Approximate price expected to be :
 paid
- h** Amount of advance required :
- i** No of years in which the advance :
 with interest is proposed to be
 repaid
- j** Have you satisfied yourself that the :
 transaction would result in your
 acquiring an undisputable title to
 the house

Note:-

A plan of the house should
 accompany the application.

- 8.** Is the land on which the house :
 stands or is proposed to be
 constructed free hold or lease hold
 please state
- a** The term of lease :
- b** How much of the term has already :
 expired
- c** Whether conditions of the lease :
 permit the land being mortgaged to
 T.N.E.B
- d** Premium paid for the plot :

e Annual rent of the plot :

Note:-

A copy of the lease-cum-sale deed should accompany the application.

9. a Is your title to land/house undisputed and free from encumbrances? :

b Can you produce, if required original documents (sale Deed) in support of your title? If not state reasons therefore indicating what documents or proof, if any can you furnish in support of your title. (sec. items 5(b) and 6 above) :

c Does the locality, in which the plot of land/house is situated possess essential services like roads, water supply drainage, sewages, street lighting etc. (please furnish a site plan with complete address) :

d Whether previous sanction of the prescribed authority has been obtained or whether any application has been made for obtaining such previous sanction in respect of the proposed construction of the house/ purchase of house/ plots as such prior sanction is necessary under the T.N.E.B Employees conduct regulations. :

10 Is rule 5(3) (b) applicable to case? If So, state:-

a The name and designation, scale of pay, office, department, etc., of the permanent servant. :

b The date on which the proposed surety is due to attain the age 58 years :

11 If the advance applied for is :
required for the purchase of a
ready built house or partly for the
purchase of plot and partly for the
construction of a house thereon, is
there any relationship between you
and the vendor of the ready built
house/ plot? If so, the exact
relationship may be indicated.

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.

I have read the rules regulating the grant of advances to the employees of the Board for building etc. of House and agree to abide by them and the terms and conditions stipulated therein.

I certify that,

- i) My wife is not a T.N.E. Board Employee and not obtained any advance.
- ii) Neither I nor my wife/husband has applied for and obtained an advance or loan from any other source for 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.
- v) I do not own any house either in my name or in the name of my wife or in the name of any of my minor Children.
- vi) The construction of the house for which the advance has been applied for has not yet been commenced/ has already been commenced and come upto basement level/ plinth level/ roof level.

STATION :

SIGNATURE OF THE APPLICANT.

DATE :