


MINISTRY OF DEFENCE
(Office of the JS & CAO)

Sub: ADDITIONAL DOCUMENTS REQUIRED TO BE SUBMITTED FOR GRANT OF HOUSE BUILDING ADVANCE

1. As per house building advanced rules, the property constructed/purchased with the help of house building advance must be mortgaged in favour of President of India. Besides the property is also required to be insured.
2. The issue of maintaining 1st charge by the President of India in respect of a property acquired by an official from CGEWHO in NOIDA/Greater NOIDA and New Okhla Industrial Development Authority, NOIDA etc by obtaining HBA has been examined in consultation with Ministry of Housing & Urban Affairs.
3. As directed by Ministry of Housing & Urban Affairs, following additional documents will have to be submitted by an official for acquiring a property from CGEWHO in NOIDA/Greater NOIDA and New Okhla Industrial Development Authority, NOIDA etc, while applying for HBA:-
 - (a) Indemnity Bond.
 - (b) Two surety Bonds with sureties of creditworthiness to the satisfaction of the Head of the Department.
 - (c) Mortgage Deed executed in favour of the President of India, without describing the same as second mortgage.
4. The above documents are in addition to all other documents required to be submitted by an official as per existing HBA rules. All officials, who want to apply for HBA may please note the above requirement for strict compliance.
5. This circular may please be given wide publicity.


(SK Meena)
Dy Director (A&C)
28 Feb 2019

All Coord Sections of Branches of Army HQ/ISOs


All Admin Groups of Office of JS & CAO

Naval HQ/Adm(Civ & Cash)

Air HQ, PC-1, Vayu Bhawan

CAO Official Notice Board

 CAO/Coord.

मुख्य (सहाय्य)/CAO (Coord)	
निदेशक (सहाय्य, सर्व मंत्रि) Director (A&C)	
उप निदेशक Dy Dir (A&C)	
प्र.अ. A. O.	✓
डा. सं. Dy. No.	1550
दिनांक Date	6-3-19

