

HOUSE BUILDING ADVANCE FOR CONSTRUCTION OF A HOUSE

CONDITIONS:

1. The land may be owned by the official or jointly with the Official's spouse.
2. The title to the land must be clear and it should be free from encumbrances.
3. The applicant, his wife/husband or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed/acquired with the advance.

DOCUMENTS TO ACCOMPANY THE APPLICATION FORM

1. A declaration regarding house/property, if any, already owned by the applicant applicant's wife/husband/minor children.
2. **Original sale deed** or other proof regarding applicant's title to the land.
3. A copy of the **approved building plan** along with the **endorsement of the approving authority** on the plan and a copy of **the site plan**.
4. Detailed specifications and estimates in **Forms 1 and 2**.
5. Non-encumbrance certificate from the **Sub-Registrar**
6. Certificate in the prescribed proform from the **Govt. Pleader/Staturory bodies like DDA, GDA, State Housing Boards etc.** to the effect that the property is free from encumbrance and that the Government servant has got a clear marketable title.
7. If the land is jointly owned by the official and the official's spouse, a letter from the spouse indicating willingness to mortgage his/her share of the land/property jointly a security for repayment of the advance.

SPECIMEN FOR GOVERNMENT PLEADER'S OPINION CERTIFICATE

It is certified that after investigation from the records of the Sub-Registrar and the relevant revenue and court records and from the information andthat the plot no.....measuringsq. yards atlimits ofis the absolute property of Shri..... Son of Shriand not a joint family property. The said property is free from encumbrances and attachments and Shri.....has a clear and marketable title to the property.

Place:

Date:

**Government Pleader/
Revenue Authority**

DOCUMENTS REQUIRED FOR PURCHASE OF READY BUILT FLAT THROUGH PRIVATE BUILDERS

1. Registered builders, registered under the Companies Act, 1956 or firm of builders registered with Registrar of Firms under the Indian Partnership Act should be one who fulfils the following criteria.

- (a) Minimum one partner/member of the Company/Firm ought to be an architect/Engineer who is a member of India Institute of Architects/Institution of Engineers/member of Council of Architects or any other professional institute in the field of Construction.
- (b) One member of the company/firm, should be a member of Indian Institute of Chartered Accountants (I.I.C.A) or member of Institute of Cost & Works Accounts (I.C.W.A) to ensure the financial creditworthiness of a registered builder Firm/Company.
- (c) The institute/Company/Firm should be registered in the panels as Builders/Architect, etc. with (Urban) Development Authority/ Housing Boards of State Government/Municipal Authorities/Central Government.

2. Allotment letter from the builder specifying the total cost of the flat, terms and conditions of payment, likely date of handing over the possession of the flat etc.
3. Approved building plan (Blue Print).
4. Permission to mortgage the flat in favour of President of India, from the Builder.
5. Non-encumbrance certificate from the Builder as well as documentary evidence from the Sub-Registrar's Office in the connection.
6. Registered Valuer's certificate on the cost of the flat.
7. Sale deed (copy) of the land on which the flat is being constructed and other link documents.
8. Legal opinion from Government Pleader about the title of the flat and its non-encumbrance.
9. Any of the specific terms and conditions/agreement executed by and between the Govt Servant and the builder.

DOCUMENTS REQUIRED FOR PURCHASE OF LAND

1. An attested copy of letter from the seller of the plot indicating
 - (a) the price of the plot, and
 - (b) that he/she is in a position to hand over vacant possession of clearly demarcated developed plot to the applicant within a period of two months from the date of his letter.
2. A copy of the site plan.
3. Non-encumbrance certificate.
4. An attested copy of the registered sale deed/conveyance deed establishing a clear title of the plot in favour of the seller.

DOCUMENTS TO ACCOMPANY FOR ENLARGEMENT OF LIVING

ACCOMMODATION IN AN EXISTING HOUSE

1. Copy of the sale deed as well as copies of other documents establishing the applicant's title to the house.
2. Copy of the site plan.
3. Non-encumbrance certificate from the Sub-Registrar.
4. Certificate in the prescribed proforma from the Government pleader to the effect that the property is free from encumbrance and that the Government servant has got a clear marketable title.
5. Copy of the approved plan with the endorsement of the approving authority on the plan.
6. Detailed specification and estimates in Forms 1 and 2.
7. Data/documents regarding valuation of the existing house to the satisfaction of the Head of the Department.

**DOCUMENTS TO BE SUBMITTED FOR PURCHASING FLATS UNDER
GROUP HOUSING SOCIETY SCHEME**

1. A letter from the Registrar of co-operative Societies indicating whether the society is registered with him.
2. An attested copy of the Society's title deed in respect of the land on which the house/flat has been built.
3. An affidavit from the Society that the land is free from all encumbrances.
4. A certificate from the Society's lawyer that the properties are free from encumbrances.
5. An attested copy of the offer of sale indicating:-
 - (a) the total cost of the house/flat, cost of land and house/flat being shown separately.
 - (b) Terms of allotment and
 - (c) Terms of payment, etc.
6. A copy of the plan and detailed specifications adopted in the construction.
7. Accommodation available therein.
8. A letter from the society stating there is no objection to the house/flat being mortgaged to the President of India.
9. Attested copy of the draft sale deed to be executed in favour of the applicant.
10. An attested copy of the By-laws of the Society.