



GOVERNMENT OF KERALA
FINANCE (HOUSE BUILDING ADVANCE) DEPARTMENT
CIRCULAR

No.26/2017/Fin

Dated, Thiruvananthapuram, 25/04/2017

**Sub: House Building Advance Scheme to State Government Employees
Additional instructions issued.**

- Ref: 1.G.O(P)No.505/2009/Fin dated 12/11/2009.**
2.Circular No.46/2014/Fin dated 26/05/2014.
3.Circular No.53/2014/Fin dated 31/05/2014.
4.Circular No.38/2010/fin dated 30/04/2010.

Government have reintroduced House Building Advance Scheme to State Government Employees and Teachers as per Government Order read as 1st above. The following instructions are issued and all the Heads of Department and Sanctioning authorities are instructed to follow them before online registration of application.

- 1) All relevant portions of House Building Advance application form should be filled in by the applicant(s).
- 2) The address of the applicant(s) both residential and official is mandatory in all cases of HBA application. The telephone number of the applicant(s) should be entered in the application.
- 3) The official address of the applicant(s) should be entered in the Death-cum-Retirement Gratuity Statement.
- 4) The amount recommended should be lower rounded to the nearest thousand.
- 5) The maximum eligible amount of advance should be limited in such a way that the repayment of each monthly instalment shall not exceed 80% of basic pay of employees.
- 6) The maximum instalment period of principal shall not exceed 144 months and that of interest shall not exceed 72 months. Interest will be recovered in such a way that each such instalment being not appreciably greater or less than the instalment by which the principal was recovered as stated in para (xiii) Article 244 C of KFC Volume 1.

- 7) The Head of Department/Sanctioning authority should obtain attested copy of House Permit/Building Licence issued by the competent authority for construction of house in the proposed plot before sanctioning house building advance.
- 8) The main applicant in joint loan application must be the elder one otherwise the benefit of age seniority will be lost.
- 9) The treasury from which the advance is to be encashed should clearly be stated in the application. In case of Joint Loan application, treasury of the main applicant need be highlighted.
- 10) Only original certificate, Deed etc. in the order mentioned in Appendix II of the Government Order cited should be furnished with the application.
- 11) In case of joint loan application, amount recommended (jointly), must be entered at the 'Amount Recommended' column of the main applicant.
- 12) In case of joint loan application of employees serving in different departments :-
 - i) The Joint Loan application must be examined and signed by Head of Department of the co-applicant and forward the same to the Head of Department of the main applicant for online entry is to be made and counter signature. The signature of subordinate office is not considered and such application will summarily rejected.
 - ii) The details of the applicants should be entered in the same K.F.C Form No.29 and has to be countersigned by both Head of Department.
 - iii) The Service certificate and DCRG statement of both applicants should be prepared separately and have to be countersigned by the Head of Department concerned.
 - iv) Joint Declaration statement has to be countersigned by both Head of Department as per circular No.35/2016/Fin dated 18.04.2016.
 - v) The amount recommended jointly, should also be entered in K.F.C Form No.29 and all the above details should be verified by the Head of Department of the main applicant before forwarding the same to Finance Department for sanctioning House Building Advance.

13) All Heads of Department/Sanctioning Authorities are instructed to include PEN/Employee ID, date of birth, mailing address and land line/mobile number of the employees invariably in the proceedings/orders issued for sanctioning House Building Advance.

V.RAJAPPAN
ADDITIONAL SECRETARY (FINANCE)

To

1. The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram
2. The Accountant General (E& RSA), Kerala, Thiruvananthapuram.
3. All Heads of Department and Offices.
4. All District Collectors.
5. All Departments (All Sections) of the Secretariat.
- ✓ 6. The Nodal Officer, www.finance.kerala.gov.in.
7. The Stock File /Office Copy.

Forwarded /By Order


Section Officer