



GOVERNMENT OF KERALA  
**FINANCE (HBA) DEPARTMENT**  
**CIRCULAR**

No.44/2014/Fin.

Dated, Thiruvananthapuram, 23.05.2014

**Sub:** - House Building Advance Scheme to State Government Employees - Online registration of HBA applications by Heads of Departments and Sanctioning Authorities 2014-15 - Instructions issued – reg:-

**Ref:** - 1) G.O (P) No. 505/2009/Fin. dated 12.11.2009  
2) Circular No.38/2010/Fin. dated 30.04.2010.

In the Government Order dated 12.11.2009, Government have reintroduced the House Building Advance Scheme to State Government Employees and Teachers. In pursuance of the above Government Order and the instructions contained in the circular cited all the Heads of Departments and Sanctioning Authorities are instructed to register online eligible HBA applications 2014-15 from 01.06.2014 onwards.

2) The online registration of HBA applications 2014-15 starts from 01.06.2014 and the HBA SEL website will freeze on 30.06.2014 at 5 pm.

3) After online registration the HBA appendix III statement generated from the website signed by Heads of Departments shall be forwarded to Finance Department before 15.07.2014. Manually created appendix III statement will not be entertained in Finance department. Therefore, all the Heads of Departments and Sanctioning Authorities shall ensure themselves whether all the eligible applications have been entered online. In the case of joint application of employees working in different departments, the application

along with connected documents shall be forwarded to Finance Department only after online registration by any one of the Heads of Departments. In the case of joint application of employees working in same department, the applications shall be processed by the Head of the department concerned and it need not be forwarded to Finance Department.

4) All the Heads of Departments and Sanctioning Authorities shall see that the HBA list once prepared and published online by Government is having continuity and fresh application for HBA need not be obtained from those hands whose name is figured in the previous year HBA list, but pending disposal for want of administrative reasons.

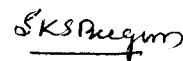
5) The HBA combined State wise seniority list shall be published in the [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in) website. No corrections shall be permitted after publishing the final eligibility list. The seniority is based on date of retirement ('lesser the service left higher the priority will be' is the norm being followed). **Therefore all the Heads of Departments and Sanctioning Authorities shall verify scrupulously the correct date of birth, date of retirement, HBA amount recommended for and ensure that the documents as provided under Form No.29 (Art 244 C KFC) are appended with the application at the time of applying for HBA itself, before publishing the combined HBA State Seniority List 2014-15.** Incomplete applications shall summarily be rejected by the Heads of Departments concerned.

**T.K.MARTIN**  
Additional Secretary (Finance)

To

All Heads of Departments and Offices.  
All District Collectors  
✓ The Nodal Officer, Website, Finance Department.  
The Stock File /Office Copy

Forwarded By Order,



**Section Officer**