

CENTRAL ELECTRO CHEMICAL RESEARCH INSTITUTE , KARAIKUDI – 630 006
(CSIR HOUSE BUILDING ADVANCE RULES) FORM – I

GRANT OF ADVANCE FOR PURCHASE OF LAND OR PART/FULL CONSTRUCTION
ENLARGEMENT Etc., OF A HOUSE

PART I
APPLICATION FORM (to be filled by applicant)

GENERAL

1. Name (in Block letters) :
2. Date of entry in CSIR Service or absorption
In case of persons initially appointed on
Deputation :
3. No. of years of service put in as on 1st April
of the year in which advance is applied for :
4. Whether Permanent, Temporary on contract :
5. Date of completion of probationary period
(initial appointment) :
6. Basic Pay :
7. Whether Governed by Pension Rules or CPF :
8. Date of Retirement :
9. Amount of Provident Fund/any other advance/
Final withdrawal already taken for purchase of
Land/construction in respect which present
application is being made (an attested copy of
the sanction to be enclosed) :
- Particulars relating to Advance :
10. If advance is needed for purchase of plot and/
or for construction of an new house, please
given the following information:- :

NOTE: If the enlargement is proposed on any floor other than ground floor, certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed.

If advance is required for purchasing a ready-build house/flat, please state:-

Location with address	Plinth area	When constructed	price settled	The agency from whom to be purchased	Amount (a) already paid (b) to be paid	Amount of advance required	No. of instalment for repayment
1	2	3	4	5	6	7	8
					(a)		
					(b)		

MISCELLANEOUS

If you or any dependent member of your family already own(s) a house, please state:-

Location with address	Plinth area(floor-wise)	Present fair market value	Reasons for acquiring another house or enlarging the existing house
1	2	3	4

11. Have you enclosed (a) the relevant construction plan approved by the municipal authority concerned and (b) detailed construction estimates based on central/State PWD Schedule, prevailing in the area corrected as per relevant cost of index duly signed by qualified Engineer.

DECLARATION

1. I solemnly declared that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the rules regulating the grant of advances to Council servants for purchasing of land and purchases/construction of building, etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that *
 - I. My wife/husband is not a council servant
My wife/husband who is a council servant
Has not applied for and or / obtained an advance under these rules.
 - II. Neither I nor my wife/husband/spouse or the children actually dependent upon me own a house at the place of posting or place where I propose to construct the house.
 - III. Neither I nor my wife/husband minor child has applied for and/or obtain any loan or advance for acquisition of a house in the past from any govt. source under (e.g. Ministry of Rehabilitation or under any Central or State Housing Scheme).
 - IV. Either my spouse or myself is in occupation of Council /govt. accommodation as per particulars given in the margin and myself/my spouse shall vacate the council/Govt. accommodation from the date the house/flat is complete/fit for occupation.

*Strike out the alternative not applicable:
 - V. I shall forgo the right for allotment of council / Govt. accommodation, on acquiring / owning house by me and getting its possession.
 - VI. The construction of house for which the advance has been applied for, has not yet been commenced.

VII. I shall abide by all the conditions prescribed for allowing concessional rate of interest.

In the event of default I undertake to pay general rate of interest as prescribed in CSIR HBA Rules.

VIII. In the event of my transfer to another place I undertake to offer house / flat / purchased / acquired with CSIR Loan assistance, to CSIR for use as staff quarter accommodation (of comparable standard but not higher than my entitlement for the Council accommodation) to be provided at the new station subject to the following:-

- a. For occupation of the house at the new station, I shall be charged house licence fee as per normal rules.
- b. For my house in the original place offered to the council, I shall be paid rent equivalent to the sum of the amount of house rent allowance drawn by me immediately before my transfer while occupying my own house and the amount of house license fee charged by the council at the new station.

In the event of CSIR not accepting the offer, I shall be free to let it out to other parties but shall have any claim for Govt. / Council accommodation at new station.

Station:Karaikudi

Signature of the applicant

**Designation:
Department / office in which employed**

PART II

(To be completed by the Office)

NoECR/HBA/

Station: KARAIKUKDI-630 006

Dated:

I have scrutinized the application of Shri/Smt/Kumari
Designation.....

In terms of CSIR HBA Rules and have satisfied myself of the correctness of the facts, etc.,
stated therein.

My recommendations are as follows:-

1. Amount to be approved :
2. No. of instalments :
3. Interest payable :
4. Amount of Gratuity/death cum retirement
gratuity due on the date of his superannuation. :

5. Amount of monthly deduction recommended.

- * Certified that the amount of monthly deduction suggested at (5)
above falls within the paying capacity of the applicant.

I have satisfied myself that the applicant has got/will get a clear unencumbered
title to the property.

Applications along with a copy of sanctioned plan, detailed estimates
specifications, etc., is forwarded herewith.

Dated

Signature
CONTROLLER OF ADMINISTRATION
CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE
KARAIKUDI-630 006

CSIR HQRS:

Comments of legal Adviser.

The documents & the title deed furnished by the applicant have been examine and confirms and legal requirements to safeguard the Council's interest. My comments are as under.

Legal Adviser.

PART IV

Certificate to be given by Technical cell.

Diary No.

1. Approximate estimated cost of Part / Full Construction/enlargement of the proposed house shall be Rs. as per specifications.
2. The applicant will / will not construct the following portion of the house.

ASST.ENGINEER (TECH CELL)

E.II / E.III Sections.

FORM - 2
HOUSE BUILDING ADVANCE

Form of report/application for permission to the prescribed authority for the building of or addition to a house.

Sir,

This is to report to you that I propose to

This is to request that permission may be build a house/ to take an addition to my house.

granted to me for the building of a house/making addition to the house.

The estimate cost of land and material for the construction / extension is given below.

\ Land:

1. Location (Survey numbers, Village, District, State)
2. Area
3. Cost

Building Material etc.

1. Bricks (Rate / Qty / Cost)
2. Cement (Rate / Qty / Cost)
3. Iron and Steel (Rate / Qty / Cost)
4. Timber (Rate / Qty / Cost)
5. Sanitary Fittings (Cost)
6. Electrical Fittings (Cost)
7. Any other special Fittings (Cost)
8. Labour charges
9. Other Charges, if any

Total cost of the Land And Building.

2. The construction will be supervised by myself/ the construction will be done by

I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

I have / had official dealings with the constructor and the nature of my dealings with him is / was as under

3. The cost of proposed construction will be met as under

	Amounts
1. Own Savings
2. Loans / Advances with full details
3. Other sources with details

Yours faithfully,

True translation in English for Building Municipal approval in Tamil

Approval for Building or remodeling of the house on the vacant site as per Revised madras Municipalities Act 1920 – Section 200 and 201 or to build or rebuild a hut as per the above Act, Section 210 or to approve the site and building in Town Planning Area as per the above Act 1920 – Section 17.

MUNICIPALITY/PANCHAYAT/

Reference.

K.M.No.

Dated:

Received from

Memo

Dated

sent by the Commissioner to the applicant.

Name of the applicant :

Address :

The Place of proposed Building

Division	Section	Town survey No.	Site No.	Street.

Date of Receipt of the application in the Municipal office

Details of approved building by the Manager / Municipal council fees Rs.
remitted on.....

Receipt No..... dated

ORDER K.M.No.

dated

Approval accorded for building the house exactly as per approved plan enclosed herewith without any alteration or change in the above mentioned site and area.

The owner / Receptiant of the order / Petitioner is bound himself for the conditions laid down and or reverse.

Details of the building:

Acceptance and approval is accorded as per the following conditions.

VALIDITY OF THE APPROVAL

From

To

Sd / - x x x x x x x x x

MANAGER

For Municipality/Panchayat

/ True Copy / attested.

The Conditions stipulated below will bind the applicant.

1. The building should be built as per approved plans and details. No change should be there against the approved plans and details. If the construction of building is required to be revised from the approved plans and details, it should be applied for in advance by sending those details. If the construction work is commenced prior to the approval of the plans or to the revised plans the applicant is liable for prosecution and the structure so built will be arranged to be removed.
2. If the construction is not completed within the allowed period further work should not be done fresh approval is obtained by application. The building approval should be got renewed before 30 days in the case of all buildings other than huts and 15 days and removal of the structure build without prior permission.
3. Applicant should not do any construction work contrary to the previous approved plans and details or to the conditions of the granted order or to the Municipal Act and its sub clauses. Applicant should not also structural work contrary to the sanctioned or approved Madras Town Planning Act and its sub clauses.
4. The details of the completion of the building should be intimated to the Commissioner within 15 days of the completion as per Municipal Act 89.

5. The occupation of the building either by the owner or the tenant should be only on getting the certificate from the Municipal Health Officer as per the Madras Health Act 26 – sub clauses 33 of 1939.
 - Facility should be there for drinking water for the occupant either within the house / premises or within the reasonable distance if cannot be provided in the house.
 - Drainage should be constructed for waste water and connected to the Municipal Common Sewage.
6. Applicant should be responsible for the deviation, if any, from the construction as per the Notice issued by the Municipality under the Madras Municipal Act town Planning in force or sanctioned Town Planning Scheme or madras General Health Act or its sub clauses.
7. The commissioner is having every right to reject or revise the order if the construction is not to the approved plans or to the conditions of Municipal Act or found if the permission has been obtained on false statement.
8. The licence issued by the Commissioner and a set of approved plans should be kept in the work site for verification of inspecting Municipal officials and facilities should be provided for their inspection.
9. Facility is to be provided for cleaning the lavatory by the Municipal scavengers.
10. Entrance steps, doors, parapet wall, balcony etc. should be provided within the limit of the owned plot and not encroaching the Municipal or Government site.
11. Smokevents should be provided in the kitchen and bath room
12. Sufficient windows and ventilators are to be provided for proper ventilation.

Sd / -

MANAGER

To
Applicant

f or MUNICIPALITY/PANCHAYAT

(English translation of Tamil wording)

ENCUMBRANCE CERTIFICATE REGARDING A PROPERTY

Certificate No. _____ of the year _____

Application No. _____ of the year _____

Description of the Property:**Boundaries for this:**

West to :
 East to :
 North to :
 South to :

When an application has been made to me for grant of a certificate of encumbrance if any affecting this property search has been made for the encumbrance affecting the property for ----- years from-----To ----- in Book 1 and indices connected therewith and I declare that upon search the under mentioned encumbrances are found.

I declare that save and except the above said encumbrances no other encumbrance is found affecting the said property.

Notice : Please see for the two evidences in the attached Sheet.

Search made and Certificate prepared by)(
)(Sd/
)(Junior Assistant
)(

Certificate examined by Sd/
 Assistant

Joint Sub-Registrar Office – II Karaikudi Sd/-
 Signature of the Registering Officer

Date:

Date:

Seal of the Joint Sub-Registrar-II, Office, Karaikudi.

/True Copy/