

APPENDIX-III

DETAILS OF ELIGIBLE HBA APPLICANTS

Department Name:.....

Sl. No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Office in which working	Name of Employee & Designation, e-mail, Mobile Number if any	PEN (if any)	SDO Code (for Gazetted Officers)	Date of Birth	Date of entry in service	Period of continuous service as on date of application Year, Months, Days	Date of superannuation	Basic Pay as on 31st March	Purpose of Advance Construction(c)/Purchase(p) (C/P)	Estimated cost of construction	Amount of advance applied for with no. of instalments (principal)	No. of instalments (Interest)	Joint/ single loan (S/J)	Eligible Amount of Advance	Name of Treasury from which Advance to be drawn	Whether All Documents stated in Appendix II of the G.O are received (Y/N)	Whether Recommended for Sanction (Yes/No)		

Place:
Date:

Office Seal

Name & Designation of HOD/
Sanctioning Authority

*May be prepared in accordance with the Departmental Seniority as per the conditions mentioned in the G.O.....
 ** The principal shall be repaid first and interest afterwards but both before retirement
 ***If Joint Loan the eligible amount is calculated after adding basic pay of both parties subject a maximum of Rupees 10 lakhs
 ****In the case of Joint Loan the name of Employee who have to receive the loan amount on behalf of both shall come first in Column No.3