

**APPENDIX – 1**  
**K.F.C. FORM NO. 29**  
**(See Chapter IX Article 244 C)**

Application for Advance to University employees /Teachers  
for purchase/construction of a house/ready built flat.

- 1) Name of the Applicant(s) ...
- 2) a. Date of Birth ...  
b. Date of Superannuation/Retirement ...
- 3) Official Designation ...
- 4) a. Monthly Substantive pay/officiating pay ...  
b. Dearness Pay, if any ...
- 5) a. Amount of Advance asked for (in words as well as in figures) ...  
b. Rate of repayment of the advance proposed ...  
c. No. of instalments of the repayment proposed ...
- 6) Name of Treasury from which payment is desired ...
- 7) a. Purpose of the advance (in the case of purchase of a house with site, the name and address of the person from whom the property is proposed to be purchased also should be specified) ...  
b. Survey No. of the land and extend ...  
c. Village, Taluk and District in which the land is situated ...
- 8) a. Approximate value of the house, house with site / house site proposed to be purchased ...  
b. Estimated cost of construction, completion extension or repair of the house. ...
- 9) If it had already been purchased, completed, extended or repaired the date on which it was effected ...
- 10) If any advance(s) had been drawn previously by the applicant(s) ...

- a. The number(s) and date(s) of the University orders sanctioning it them; and ...
- b. 1. Whether it/they are in the course of repayment, and if so ...
  - i. the amount already repaid, ...
  - ii. the balance due, ...
  - iii. the number of the instalment last repaid ...
  - iv. the rate of repayment effected; or ...
- 2. Whether it/they was/were finally adjusted, if so; the date (s) on which the final adjustment (s) was/were effected ...
- 11) Details of the security proposed to be furnished ...
- 12) Details of the collateral security proposed to be furnished (Kerala State Insurance Policy/Life Insurance Corporation Policy/Gratuity/DCRG etc) (in respect of the insurance policy, furnish also the policy number and the sum insured) ...
- 13) Title of the applicant(s) to the land upon which the house which is proposed to be/is built, completed, extended or repaired stands ...
- 14) Whether the Certificate as required in the rules, from the University Engineer is attached. ...
- 15) a. Whether Title Certificate from the University Legal Adviser, is attached. ...
- b. Whether Possession Certificate from the Tahsildar having jurisdiction of over the area, is attached. ...
- c. Whether Encumbrance Certificate in respect of the land for twelve years, from the Sub-Registrar is attached. ...
- d. Whether Location Certificate from the Village Officer concerned and the plan of the proposed building are attached (to be retained by the Head of the Department) ...
- 16) If the applicant (s) had already drawn or applied for any loan/advance under any other Housing Scheme sponsored by the State/Central Government ...
  - a. The amount of the loan/advance already drawn ...

/ applied for,

- b. The scheme under which loan/advance drawn/ ...  
applied for, and
  - c. The number and the date of the sanction ...  
issued by the Government or the date of the  
application for the loan/advance
- 17) a. The designation of the Officer who has to sign ...  
the bill claiming the advance
- b. The designation of the Officer who has to ...  
countersign the bill

### DECLARATIONS

1. I / We hereby bind myself / ourselves to use the advance for the purposes.  
I / We have applied for and in strict compliance with the rules in this respect laid down in  
the Kerala Financial Code and orders issued by University from time to time.
2. I / We do hereby declare that surplus of the advance, if any, will be  
refunded to University immediately after the work/transaction is over.
3. I / We also hereby agree to adjust Rs. .... (Rupees .....  
.....) of the advance from the  
gratuity / D.C.R. Gratuity admissible to me/us.
4. I/We also hereby agree to assign Rs. .... (Rupees .....  
.....) from the gratuity/D.C.R.Gratuity  
admissible to me/us as collateral security.
5. I hereby declare that I do not already own a house any where in the  
country either in my name or in the name of my wife / husband / minor children / we do  
hereby declare that we do not own a house anywhere in the country either in the name of  
any of us or in the name of our minor children.
6. I / We solemnly declare that the information furnished against the various  
items indicated above is true to the best of my / our knowledge and belief.

Station:  
Date :

Signature of the Applicant(s)

(To be furnished by Official Superior/Head of Department)

I consider that the advance asked for is actually required for purchase /  
construction of a house / ready built flat for the personal residence of the applicant (s) and  
that the applicant (s) deserves such assistance.

I also consider that the security offered is sufficient for the advance asked for \*

I therefore, recommended that an advance of Rs. .... (Rupees .....

.....) may be granted to the applicant (s) without risk to University.

(Strike out the item whichever is inapplicable)

I hereby certify that as per this office records no advance was drawn previously by the applicant (s).

I hereby certify also that the information furnished against items, 2,4, 10 & 12 (item 12 with regard to gratuity / death -cum-retirement gratuity only) has been duly verified and found correct.

**Finance Officer**

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1. This clause shall be omitted in the case of application for purchasing a house with site.
2. Action shall be taken simultaneously in such case to get the property valued by University Engineering Department and Revenue Department as provided in the Article 244.

I certify that the amount of gratuity / death-cum-retirement gratuity due to the applicant (s) on the date of his/her/their superannuation (at the time of retirement calculated on the basis of the appointment held by the applicant (s) at the time of submitting the application) is estimated to be Rs. .... (Rupees ..... ) and that the applicant(s) is / are governed by the Kerala Service Rules/All India Service Rules .

**Station:**  
**Date :**

**Dated Signature of the Official Superior**  
**/Head of the Department**