



GOVERNMENT OF KERALA
FINANCE (HBA) DEPARTMENT

CIRCULAR

No. 53/2014/Fin.

Dated, Thiruvananthapuram, 31.05.2014

Sub:- House Building Advance Scheme to State Government Employees - Additional instructions - issued – reg:--

Ref:- 1) G.O. (P) No.505/2009/Fin dated 12/11/2009
2) Circular No.38/2010/Fin dated 30/1/2010

In the Government Order referred to above, Government have reintroduced House Building Advance Scheme to State Government employees and Teachers. As per Circular referred to above, certain additional instructions have been issued for information before online registration of application. In continuation of that the following additional instructions for information of Heads of Departments and sanctioning authorities are issued:

1. All Heads of Departments and sanctioning authorities should obtain a copy of Building Permit/Building Licence issued by the competent authority for construction of house in the proposed plot before sanctioning House Building Advance.
2. In the case of joint loan application, the application form, Service Certificate and DCRG statement of both applicants should be prepared separately and to be countersigned by both Heads of Departments. If the applicants are serving in different departments, the above said details should be verified by the Head of Department of the elder applicant and forwarded to Government for sanctioning House Building Advance.

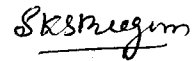
3. The official address of the applicant/applicants should be strictly entered in the DCRG statement with District before online registration of application.

T.K.MARTIN
ADDITIONAL SECRETARY (FINANCE)

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
All Heads of Departments and Offices.
All District Collectors,
✓ Nodal Officer, [www. finance. kerala.gov. in](http://www.finance.kerala.gov.in)
The stock File/Office Copy.

Forwarded / By Order



Section Officer