



GOVERNMENT OF KERALA
Finance (HBA) Department

CIRCULAR

No.38/2010/Fin.

Dated, Thiruvananthapuram 30.04.2010

Sub: - House Building Advance Scheme to State Government Employees
Application invited for 2010-2011 – Additional Instructions issued
– Reg.

Ref: - G.O. (P) No.505/2009/Fin. dated 12.11.2009

In the Government Order dated 12.11.2009, Government have reintroduced the House Building Advance Scheme to State Government Employees and Teachers. A time frame for receipt of HBA application and processing the same before online registration was stated in para 6 of the Government Order cited. All the Heads of Departments and Sanctioning authorities are instructed to follow the above time frame for receipt of applications 2010-11. The following additional instructions are issued for information before online registration of application.

1) All the relevant portion of the HBA application form should be filled in by the applicant.

2) The address of the applicant/applicants both residential and office is mandatory in all cases of HBA application. The telephone number of the applicant/applicants should be entered in the application.

3) The treasury from which advance is to be encashed should clearly be stated in the application. In the case of Joint application, treasury of the main applicant need be highlighted.

4) The Joint application should be forwarded from the Head of Department of the elder joint party or else the benefit of age seniority will be lost.

5) The maximum eligible amount of advance should be limited in such a way that the repayment of each monthly instalment shall not exceed 80% of his/her basic pay.

6) The maximum instalment period of principal shall not exceed 144 months and that of interest shall not exceed 72 months. Interest will be recovered in such a way that each such instalment being not appreciably greater or less than the instalments by which the principal was recovered as stated in para (xiii) Article 244 C of KFC Volume 1.

7) The Joint application must be examined and signed by Head of Department of the co-applicant and forward to the Head of Department of the main applicant, where online entry is to be made, for countersignature. The signature of subordinate office head is not considered and such application will summarily be rejected.

8) Only original Certificates, Deed etc. in the order mentioned in Appendix II of the Government Order cited should be furnished with the application. The Heads of Departments and Sanctioning authorities should ensure the above before making online registration.

K.BABU
ADDITIONAL SECRETARY (FINANCE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Accountant General (A &E), Kerala, Thiruvananthapuram.
All Heads of Department/District Collectors and Offices.
All Departments (All Sections) of the Secretariat.
The Secretary, Kerala Public Service Commission (with C.L)
The Registrar, University of Kerala/Cochin/Calicut/Kannur (with C.L).
The Registrar, Mahatma Gandhi University, Kottayam (with C.L).
The Registrar, Kerala Agricultural University, Thrissur (with C.L)
The Registrar, Sree Sankaracharya Sanskrit University, Kaladi (with C.L)
The Secretary, Kerala State Electricity Board (with C.L)
The Managing Director, Kerala State Road Transport Corporation (with C.L)
The Registrar, High Court of Kerala, Ernakulam (with C.L)
All Principal Secretaries/Secretaries/Special Secretaries/Additional Secretaries/
Joint Secretaries/Deputy Secretaries and Under Secretaries to Government.
The Secretary to Governor, Raj Bhavan (with C.L)
The Private Secretary to Speaker of the Legislative Assembly.
The Private Secretaries, Chief Minister and other Ministers.
The Private Secretary to Leader of Opposition.
The Joint Secretary to the Chief Secretary
The Director Information & Public Relations, Thiruvananthapuram.
The Director of Treasuries, Kerala, Thiruvananthapuram.
The Registrar, Kerala Lokayukta.
The Ombudsman for Local Self Government Institutions.
~~The Nodal Officer, Website, Finance Department~~
The Stock File/Office Copy.

Forwarded / By order

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Section Officer.