

# APPLICATION PROFORMA FOR LONG TERM ADVANCES

Budget Section, AGPR, G-8/4, Islamabad. Tel: 9260372 Ext. 126

## Instructions to Follow:

- Do not leave any column / information incomplete. The incomplete form will be rejected.
- Dates should be mentioned in proper format, e.g. dd/mm/yyyy. Only year is not acceptable.
- Option box to be filled as  or .
- All the photocopies of the documents should be clear and readable and attested by a gazetted officer.
- After entering the application in computer, any change should be brought into the notice of the Budget Section. Otherwise office will not be responsible of the issuance of incorrect FAC.

## General Information

<b>Application No.</b>	<b>Dated</b>
<b>Deptt./Ministry Name &amp; Address</b>	
	<b>Tel No</b>
If on Deputation write Parent Deptt. Name	
<b>Application for</b> ▶ <b>House Building Advance</b> ▶ 1-9 <input type="checkbox"/> ▶ 10-15 <input type="checkbox"/> ▶ 16-22 <input type="checkbox"/> ( 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> )    ▶ <b>Difference</b> <input type="checkbox"/>	
▶ <b>Motor Car Advance</b> <input type="checkbox"/> ▶ <b>Motor Cycle Advance</b> <input type="checkbox"/> ▶ <b>Cycle Advance</b> <input type="checkbox"/> ( 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> )	

## Applicant's Particulars

<b>Name</b>					<b>Appointment Date</b>				
<b>Father/Husband Name</b>					<b>Basic Pay Scale</b>				
<b>Date of Birth</b>			<b>Basic Pay</b>			<b>Date of Retirement</b>			
Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>	<b>NIC No. (Old)</b>		-	<b>NIC No.</b>		-	
<b>Designation</b>					<b>Amount of Advance Requested Rs</b>				
<b>Employee Personal No.</b>			<b>New NIC No.</b>		-	<b>Mobile No:</b>		-	
<b>E-Mail Address:</b>					<b>Mobile No:</b>				

Note: E-Mail Address and Mobile No are mandatory

## Previous Advance History

<b>Type of Advance</b>	<b>Date of Draw</b>	<b>Amount Rs</b>
<b>Amount Outstanding</b>	<b>Any Comments</b>	

## Particulars of Plot / House

▶ <b>Self Owned</b> <input type="checkbox"/> ▶ <b>Other</b> <input type="checkbox"/> if Other <b>Owner Name</b>
<b>Category</b> ▶ <b>Plot</b> <input type="checkbox"/> ▶ <b>House</b> <input type="checkbox"/> ▶ <b>Other</b> <input type="checkbox"/> if Other write detail
<b>Location/Address</b>

## Particulars of Priority

<b>Priority letter No.</b>	<b>Dated</b>
<b>Priority Granted by</b>	<b>BPS -</b>

## Checklist of the documents to be attached with this application:

<b>HBA</b> 1) Particulars & Attested copies of the Plot/House <input type="checkbox"/> . 2) Attested copies of the valid agreement deed made with the owner of the house/ plot/land to be purchased <input type="checkbox"/> . 3) Attested copies of the documents establishing proprietary rights in the name of the seller of the house/ plot/ land <input type="checkbox"/> . 4) Attested copy of the CNIC <input type="checkbox"/> . 5) Attested copy of the <b>latest</b> Pay Slip <input type="checkbox"/> . 6) Covering letter from department <input type="checkbox"/>	<b>Motor Car / Motor Cycle / Cycle</b> 1) Attested copy of the CNIC <input type="checkbox"/> . 2) Attested copy of the <b>latest</b> Pay Slip <input type="checkbox"/> . 3) Covering Letter from department <input type="checkbox"/> .
---	---

## DDO Certificate:

It is certified that document upon which the house is proposed to be built / purchased provided by Mr. ....  
 Designation ..... has been kept on the record. The documents have been examined and are valid as per requirement of para 253-A of GFR, Vol.1. The application for allocation of funds is being forwarded along with the approval of the sanctioning authority.

**Applicant's Signature**

**Drawing & Disbursing Office**

Signature with Official Stamp