

# 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

Application No.	Dated
Deptt./Ministry Name & Address	
Tel No	
If on Deputation write Parent Deptt. Name	
Application for	
▶ House Building Advance <input type="checkbox"/> ▶ Islamabad <input type="checkbox"/> ▶ Others <input type="checkbox"/> ▶ 1-9 <input type="checkbox"/> ▶ 10-15 <input type="checkbox"/> ▶ 16-22 <input type="checkbox"/> ▶ Motor Car Advance <input type="checkbox"/> ▶ Motor Cycle Advance <input type="checkbox"/> ▶ Cycle Advance <input type="checkbox"/> ▶ Difference <input type="checkbox"/>	

### Applicant's Particulars

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

Note: E-Mail Address and Mobile No are mandatory

### Previous Advance History

Type of Advance	Date of Draw	Amount Rs
Amount Outstanding	Any Comments	

### Particulars of Plot / House

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

### Particulars of Priority

Priority letter No.	Dated
Priority Granted by	BPS -

### ☞ 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 NIC <input type="checkbox"/> . 5) Attested copy of the <b>latest</b> Pay Slip <input type="checkbox"/> .	<b>Motor Car / Motor Cycle / Cycle</b> 1) Attested copy of the NIC <input type="checkbox"/> . 2) Attested copy of the <b>latest</b> Pay Slip <input type="checkbox"/> .
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### DDO Certificate:

It is to 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 Officer**

☞ Signature with Official Stamp