

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	
Application for	<input type="checkbox"/> 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"/>
	<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
Temporary <input type="checkbox"/> Permanent <input type="checkbox"/> Contract <input type="checkbox"/>	Date of Retirement
NIC No. (Old)	
Designation	Amount of Advance Requested Rs
Employee Personal No.	New NIC No.

Previous Advance History

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

Particulars of Plot / House

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

Particulars of Priority

Priority letter No.	Dated
Priority Granted by	BPS -

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

HBA 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 latest Pay Slip <input type="checkbox"/> .	Motor Car / Motor Cycle / Cycle 1) Attested copy of the NIC <input type="checkbox"/> . 2) Attested copy of the latest 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 have 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