

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	☐ House Building Advance ☐ Islamabad ☐ Others ☐ 1-9 ☐ 10-15 ☐ 16-22 ☐		
	☐ Motor Car Advance ☐ Motor Cycle Advance ☐ Cycle Advance ☐ Difference ☐		

Applicant's Particulars

Name		Appointment Date	
Father/Husband Name		Basic Pay Scale	
Date of Birth	Basic Pay	Date of Retirement	
Temporary ☐ Permanent ☐ Contract ☐	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

☐ Self Owned ☐ Other ☐ if Other Owner Name
Category ☐ Plot ☐ House ☐ Other ☐ 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 ☐ . 2) Attested copies of the valid agreement deed made with the owner of the house/ plot/land to be purchased ☐ . 3) Attested copies of the documents establishing proprietary rights in the name of the seller of the house/ plot/ land ☐ . 4) Attested copy of the NIC ☐ . 5) Attested copy of the latest Pay Slip ☐ .	Motor Car / Motor Cycle / Cycle 1) Attested copy of the NIC ☐ . 2) Attested copy of the latest Pay Slip ☐ .
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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