

FORM - A

NAIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
VIHAR LAKE , MUMBAI - 400 087

Application form prescribed under the Rules regulating the grant of advances to employees of the Institute for building, houses, etc.

Deptt. / Office of _
 Indexed on _ Initials _
 Record C. Destroy in _
 Initial of Clerk _
 Initial of S.O

**GRANT OF ADVANCE FOR PURCHASE OF LAND / OR PART / FULL
 CONSTRUCTION / ENLARGEMENT, ETC. OF A HOUSE**

APPLICATION FORM

(To be filled by the applicant)

GENERAL

1. Name (in block letters)_____ In office _____
2. Post held i) Permanent_____ In Office _____
 ii) Temporary / Offctg. _____ In Office _____
 iii) Length of service on the date of application_____
3. Present pay as defined in Rule 5(3) and scale of pay _____
4. Whether governed by pension rules /CPF/GPF Rules _____
5. Date of retirement _____
6. Amount of Provident Fund/ any other advance / final withdrawal taken for purchase of land / construction (An attested copy of the sanction to be enclosed _____)

PARTICULARS RELATING TO ADVANCE

7. If advance is needed for purchase of a plot and / or for construction of a new house, please give the following information:-

A. Plot

Location with address	Rural/ Urban	Is it clearly demarcated & developed	Approximate area (in sq. meters)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not free hold
1	2	3	4	5	6	7
				(a)		
				(b)		

B. CONSTRUCTION

Floor-wise area to be constructed	Estimated cost	Amount of advance required (for land / construction / both)	No of instalments for repayment
8	9	10	11

8. If advance is required for enlarging the existing house, please state:

Location with address	Plinth area (in Sq.Mtrs.)	Plinth area proposed for enlargement (in Sq mtrs)	Cost if construction / acquisition of existing house	Cost of proposed enlargement	Total plinth area (1+2)	Total cost (3+4)	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8	9

Note: If the enlargement is proposed on any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed .

9. If the advance is required for purchasing a ready built house /flat, please state:-

Location with address	Plinth area	When constructed	Price settled	The Agency from whom to be purchased	Amount already paid / to be paid	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8

(A)

(B)

MISCELLANEOUS

10 If you or any dependent member of your family already owns a house, please state;-

Location with address	Plinth area (floor-wise)	Present fair market value	Reason for acquiring another house or enlarging the existing house
1	2	3	4

11. Have you endorsed (a) the relevant construction plan approved by the Municipal authority concerned and (b) detailed construction estimates based on Central / State P.W.D. Schedule, prevailing in the area, corrected as per relevant cost of index signed by a qualified Engineer.

Declaration

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the rules regulating the grant of advances to employees of NITIE for purchase of land and purchase/ construction of building , etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that-
 - (i) my wife /husband is not a central Government servant/ my wife / has not applied for and / or obtained any advance.
 - (ii) neither I nor my wife / husband / minor child has applied for and / or obtained any loan or advance for acquisition of a house in the past from any Government source (e. g. Ministry of Rehabilitation or under any Central or State Housing Scheme)
 - (iii) The construction of the house for which the advance ha been applied for, has not yet been commenced.

Station : _

Date : --

Signature
of the applicant _____

Designation_____

Department / office in which
employee _____

*Strike out the alternative (s) not applicable.

(To be completed by the Director)

No. _____ station _____ Dated _____

I have scrutinized the application of Shri / Smt. / Kum. _____
Designation _____ in terms of Rule 6(3) of the Rules and satisfied myself of
the correctness of the facts, etc., stated therein. My recommendations are as follows:

- (i) Amount to be approved.
- (ii) No. of installments.
- (iii) Interest.
- (iv) Amount of gratuity / death-cum-retirement gratuity due on the date of his superannuation.
- (v) Amount of monthly deduction (Reference Rule 5)

*Certified that the amount of monthly deduction suggested at (v) above falls within the paying capacity of the applicant.

I have satisfied myself that the applicant has / will get a clear unencumbered title to the property. Application along with a copy of the sanctioned plan, detailed estimates, specifications, etc. is forwarded herewith. The provision of Rule 4 (2) of the Rules may also be relaxed as a special case.

Date : _____

Signature :-

Name :-

Designation :-

Name and full address
of the Department.

FORM NO. 1

Typical Building Estimate

Sr.No.	Sub-head	Amount Rs. Ps.
01	Earth work	
02	Cement concrete	
03	RCC work.	
04	Brick work.	
05	Wood work.	
06	Steel work.	
07	Flooring	
08.	Roofing Finish	
09.	Finishing	
10.	Miscellaneous.	
11.	Add :- % for sanitary installations, water supply and drainage	
12.	Add. :- % for electric installations Add:- 3% contingencies	

NOTE :

- (i) Nomenclature of the items are based on usual Schedule of rates.
- (ii) Estimate may be framed either on C.P.W. D. Schedule of rates as in vogue with cost index if applicable.
- (iii) Specification may also be local with full nomenclatures.

Sr. No.	Item	Quantity	Rate in figure	Rate in words	Unit	Amount Rs. Ps.
1.	2.	3	4.	5.	6	7
1.1	Earth work in excavation in foundation transfer or trenches or drains (not exceeding 1.5 m in width or 10 Apx . on plan) including dressing of sites and running of bottoms, lift up to 1.5 m i / c getting out the excavated soil and disposal of surplus excavated soil as directed, within a lead of 50 m (a) ordinary soil.				Cubic metre	

SL. No.	Items	Quantity	Rate in Figures	Rate in words	Unit	Amount Rs. Ps.
1.	2.	3.	4	5	6	7

1.2 Filling available excavated earth (excluding rock) in trenches, plinth, sides of foundations, etc. in layers not exceeding 20 cms in depth consolidation each deposited layer by ramming, meaning and watering lead up to 50m and lift up to 1.5m

Cubic
Meters

1.3 Filling in plinth with sand under floors including Watering, running, ramming, consolidating and dressing complete.
(Continued as above for items 2 to 12)

FORM No. 2

Details of Measurements

Name of work:

Quantities have been worked out for the approved plan

Sr. No.	Details of Work	No.	Measurements			Quantities
			L	B	H	
1.	Earthwork in excavation in foundation trenches in Ordinary soil					
2.	Filling available excavated earth in plinth sides of foundation, etc.					
3.	Providing and laying cement concrete 1:5 : 10 in foundations, etc.					
4.	Providing and laying 38 mm thick long wall.					
5.	Applying a coat of residual petroleum bitumen 80/100					
6.	2nd class brick work in cement mortar 1:6 in foundation and plinth.					
7.	2nd class brick work in cement mortar 1:6 up to floor 2 level.					
8.	R.C.C.1:2:4 in suspend floors roof bandings, balconies up to floor 2 level.					
9.	R.C.C. 1:2:4 up to floor 2 level in lintels, beams, etc.					
10.	R.C.C. 1: 2: 4 in Chajjas up to level in lintels, beams, etc.					
11.	Centering, shuttering suspended floors landings, balconies, etc.					
12.	Mild steel reinforcement for R.C.C. work.					
13.	Cement concrete flooring 1:2:4 40 mm thick.					
14.	Providing woodwork in frames of doors, etc.					
15.	Providing and fixing 38 mm thick panelled glazed shutters for doors, windows.					

	Details of work	No	<u>Measurements.</u>			Quantities
			L	B	H	
16.	10 cm (thick) mud phaska of clamped brick arch and covered with flat tile bricks.					
17.	12 mm cement plaster 1:6 or any work.					
18.	White washing with lime on new work.					
19.	Applying priming cost with ready mixed primer of aproved brand.					
20.	Painting two or more coats.					
21.	Providing and fixing steel compound gate.					

NOTE: Details like long wall, cross wall, doors, windows, etc. not given.