



Tel. No. 27667725 Ext.1207

**University of Delhi**  
(House Building Advance /Conveyance Cell)  
Room No. 307, New Administrative Block,  
Delhi-110007.

**LIST OF DOCUMENTS TO BE SUBMITTED BY THE EMPLOYEES FOR THE GRANT OF HOUSE BUILDING ADVANCE**

1. Certificate of date of birth.
2. Certificate from the office that the applicant is a permanent employee, has put in more than 10 years of service in the case of temporary employee.
3. Certificate from the office regarding non-drawal of G.P.F. /C.P.F. advance withdrawal for the purchase of plot/flat and construction of house.
4. Salary certificate in detail from the office showing payable amount.
5. Certificate of the husband/wife in regard to obtain any House Building Loan from any Government source.
6. Passport size photo and signature of the applicant attested by the Head of the Institution.
7. Passport size photo of your Nominee his/her Name, Relation and Signature.
8. Mention the name of Bank and Saving Account Number where you have your Bank Account.
9. NPS Statement
10. NPS Certificate of the employer
11. Written consent of permanent employees of appropriate status of the University having sufficient length of service up to the period of recovery of the advance with interest from the loanee that they are willing to sand surety.
12. Declaration of property owned by the applicant or his/her wife/husband and minor children anywhere in Delhi and the cost of the house to be built /purchased should not exceed 134 times of the Basic Pay of the employees subject to minimum of Rs.7.5 lakhs and maximum of Rs.30 lakhs on Stamp Paper attested by the is Class Magistrate/or by Notary.



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**FOR CONSTRUCTION/DDA FLATS**

1. Complete copy of the Sale Deed/Conveyance Deed/Perpetual Lease.
2. Ownership of land (in case of land situated in Rural Area (Village) a certificate from a Revenue Officer not lower than the rank of a Tehsildar of the area should be furnished).
3. Certificate showing that the land/plot is vacant.
4. Non-encumbrance Certificate/Search Certificate from the Competent Authority.
5. Abadi Certificate from the Competent Authority.
6. Approval of the Building Plan from the Local Authority.
7. Copy of the Allotment Letter from DDA/GDA/HUDA etc. or from a Public Housing Agency including a Co-operative Housing Society (wherever loan for a ready built house is applied).
8. Letter of conversion from Hire-Purchase to Cash Down with the outstanding amount.
9. Where the proposal is to add existing house, the value of the existing house should be certified by a registered valuer. If the enlargement is adding a storey above the existing house, a certificate from an Engineer to the effect that the foundations are strong to take the loan of an additional storey.
10. Mortgage permission from the Competent Authority in favour of the Registrar, University of Delhi, Delhi.
11. Certified copy of the approved Plan (signed by a qualified Engineer or Architect) along with copy of the sanction letter of Building Plan.
12. Copy of detailed estimates and specifications indicating the type of mortar, flooring, wooden work, a certificate signed by qualified Engineer or Architect that these specifications will ensure structural soundness of the building.



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**FOR SOCIETY FLATS**

1. A certificate to the effect that the Co-operative Group Housing Society is registered with the Registrar, Cooperative Societies of the concerned State.
2. Non-encumbrance Certificate from the Society.
3. Original Agreement between the Housing Society and the applicant (University servant).
4. Original Share Certificate issued by the Society.
5. Original Receipts of payment made to the Society.
6. Schedule of payment to Society.
7. A letter from the Society allotting the flat to the members indicating the cost of the flat excluding the cost of land with the development charges for the purpose of the cost ceiling limit.

**NOTE** (i) **APPLICATION FOR SUBMISSION OF DOCUMENTS SHOULD BE FORWARDED BY THE HEAD OF INSTITUTION.**  
(ii) **ALL PHOTOSTATE COPIES OF THE DOCUMENTS SHOULD BE ATTESTED BY THE COMPETENT AUTHORITY.**

**LIST OF DOCUMENTS TO BE SUBMITTED FOR RELEASE OF NEXT OR FINAL INSTALMENT OF HOUSE BUILDING ADVANCE**

1. Construction Certificate issued by the Tehsildar / Naib Tehsildar / Block Development Officer or Government approved Engineer (works) with Rubber Stamp on the Certificate.
2. Insurance Policy of the house.
3. Society demand letter.
4. Receipt of released amount issued by the Society.

**NOTE** (i) **THE ABOVE DOCUMENTS SHOULD BE SUBMITTED IN ORIGINAL.**  
(ii) **RENEW THE INSURANCE POLICY EVERY YEAR TILL THE HBA ACCOUNT SETTLED.**