

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

No.CDA-8(5)/HRD/Sec-V/2023/ 1145

Islamabad: Aug 11 2023.

"CIRCULAR"

Subject: - **GRANT OF HOUSE BUILDING ADVANCE.**

In pursuance of 3rd CDA Board meeting for the year 2021 held on 16-02-2021, applications for grant of House Building Advance are invited from officers/officials having not less than 10 years regular service in the Authority up to 30/08/2023.

2. Applications shall be received from **16/08/2023 to 30/08/2023 (except Saturday & Sunday)** and application (s) received after 30/08/2023 shall not be entertained.

3. Applications shall be received in the office of Member (Admin) in the following manner:-

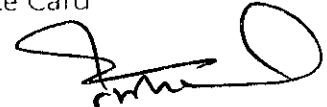
- i. For 1st time HBA, applications shall have to be forwarded through E.D. Capital Hospital, D.Gs/DDGs & Directors concerned and must be diarized in the office of Member (Admin) before last date.
- ii. 2nd time HBA applications shall be submitted directly in the office of Member (Admin), CDA.

4. Those employees, who have already applied for grant of HBA, as per circular dated 02/04/2021 and circular dated 19/08/2022 are not required to submit fresh applications. While those applicants who have applied for HBA in result of said circulars but did not complete 10 year service are invited to apply for HBA, a fresh. Furthermore, those employees, who have already applied for 2nd HBA, against circular dated 19/08/2022 and their application were rejected due to outstanding amount of 1st HBA are invited to apply after clearance of all outstanding amount of 1st HBA.

5. Prescribed application forms can be downloaded from CDA Website (www.cda.gov.pk).

6. Following documents duly attested/verified shall be enclosed/attached with the applications:-

Sr. No.	For 1 st HBA	For 2 nd HBA
1.	Relevant portion of the service book showing the date of birth, date of appointment and date of regularization.	-----
2.	Pay slip of last month	Pay slip of last month
3.	Identity Card	Identity Card
4.	Service Card	Service Card



(ARSHAD AFRIDI)

Dy. Director-II, HRD, CDA

Computer Dte. CDA
By. No. 2961
Dated: 11/08/23

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

APPLICATION FOR GRANT OF 1st HOUSE BUILDING ADVANCE

1. Name _____
2. Father's Name _____
3. Designation _____ Directorate/Section/Div. _____
4. B.P.S _____ 1. (Gazetted) 2. (Non-Gazetted) Basic Pay Rs. _____
5. Date of Birth: | | | | | | | | | | | | |
6. Date of Appointment: **Daily wages/Contract:** | | | | | | | | | | | | |
7. Date of Appointment: **Regular:** | | | | | | | | | | | | |
8. Date of Superannuation: | | | | | | | | | | | | |
9. Full particulars of the Plot / House on which you desire to Build / Construct / Renovate

10. I agree and bind myself to comply with the provisions of G.F.R Volume-I, as adopted by CDA, and standing orders issued by the Authority from time to time relating to grant of House Building Advance. I also solemnly declare that I have not drawn House Building Advance from CDA in my entire service. In case of any mis-declaration, I will be guilty of "Misconduct" and liable to be dealt under CDA Employees Service Regulations 1992, which may result in my dismissal from service.
11. Form will be rejected if there is any cutting, fluided, overwritten and incomplete with any respect.



Signature of the Applicant

N.I.C No. | | | | | - | | | | | - | |

Mobile No. _____
Dated: _____

CERTIFICATION

- I. Certified that applicant has not availed/granted House Building Advance before.

<u>Verification</u> <u>Concerned</u> Divisional Accounts Officer With Official Stamp

<u>Countersignature</u> <u>Concerned</u> Accounts Officer Pay/Audit I&II With Official Stamp

- II. Certified that applicant has not availed/granted House Building Advance before and particulars given by the applicant have been checked/verified from the service documents.

Date _____

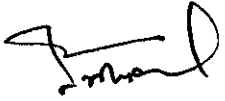
<u>Forwarded by</u> Director Concerned With Official Stamp

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

APPLICATION FOR GRANT OF 2nd HOUSE BUILDING ADVANCE

1. Name _____
2. Father's Name _____
3. Designation _____ Directorate/Section/Div. _____
4. B.P.S _____ 1. (Gazetted) 2. (Non-Gazetted) Basic Pay Rs. _____
5. Date of Birth: _____
6. Date of Appointment: **Daily wages/Contract:** | | | | | | | | | | | | | | | | | | | | | |
Attested Service book evidence/ Appointment letter
7. Date of Appointment: **Regular:** | | | | | | | | | | | | | | | | | | | | | |
Attested Service book evidence/ Appointment letter
8. Date of Superannuation: | | | | | | | | | | | | | | | | | | | | | |
9. First HBA (Submit DDO certificate within 15 days after submission of this form).
a. Year: _____ b. Amount: _____ c. Outstanding: _____
10. Full particulars of the Plot / House on which you desire to Build / Construct / Renovate

11. I agree and bind myself to comply with the provisions of G.F.R Volume-I, as adopted by CDA, and standing orders issued by the Authority from time to time relating to grant of House Building Advance. I also solemnly declare that I have paid off/cleared my First House Building Advance/ Motor Car Advance /Motor Cycle Advance from CDA or submitted affidavit regarding adjustment of 1st HBA/MCA. In case of any mis-declaration, I will be guilty of "Misconduct" and liable to be dealt under CDA Employees Service Regulations 1992, which may result in my dismissal from service.
12. **Form will be rejected if there is any cutting, fluided, overwritten and incomplete with any respect.**



Signature of the Applicant

N.I.C.No. | | | | | | - | | | | | | | | - | |

Mobile No. _____
Dated: _____

