

K.F.C FORM NO.37
(See Chapter IX, Article 244(A))

I certify that Sri./Smt.....
(name and designation) is in the permanent/officiating/temporary pensionable service of Government, that he/she has put in continuous service of not less than 5 years and that he/she is likely to be confirmed/he/she is not likely to be thrown out or reverted from his/her temporary post during the period of repayment of the loan and that the substantive pay/officiating pay given in his/her application has been verified with reference to the records in this office and found correct. I also certify that the previous advance drawn by the applicant as per G.O.....datedhas been fully adjusted.

Head of the Department

No.....

UNFIT CERTIFICATE

Certified that the building bearing House No.....in Survey/Resurvey No.....
of.....Village,.....Taluk,.....District owned by Sri.....
.....(House),(PO).....Dist.....Pin, which is
indicated in the document produced by him for obtaining House Building Advance, is
structurally Unfit for Occupation.

(This certificate is issued to Sri. to produce, for obtaining House Building
Advance from Government of Kerala).

Place:
Date.....

Executive Engineer
PWD Buildings Division

മുദ്ര പത്രം 200 രൂപയുടേത്

കേരളം Kerala

സമ്മത പത്രം

രണ്ടായിരത്തി പതിനേഴാമാണ്ട് ആപ്രിൽ ഒന്നാം തീയതി.....ജില്ലയിൽ,
.....താലൂക്കിൽ,.....വില്ലേജിൽ.....പി.ഒ.....വീട്ടിൽ
.....മകൻ/മകൾ.....വയസ്സ്[..... (ഒഫീഷ്യൽ അഡ്രസ്)]
എഴുതി ഒപ്പിട്ടു നൽകുന്ന സമ്മതപത്രം.

പേര് /ഒപ്പ് :

.....സബ് രജിസ്ട്രാർ ഓഫീസ് വകതീയതിയിലെനമ്പർ ആധാര
പ്രകാരംവില്ലേജിൽ.....സർവ്വേ നമ്പറിൽ.....ആർ വസ്തു എന്റെ
പേരിൽ സിദ്ധിച്ചിട്ടുള്ളതാണ്. ടി വസ്തുവിൽ എന്റെ ഭാര്യ/ഭർത്താവ് [ശ്രീ/ശ്രീമതി
.....,.....വീട്,.....പി.ഒ,.....ജില്ല]
.....തസ്തിക.....ഓഫീസ് /വകുപ്പ് , സർക്കാരിൽ നിന്ന് ഭവന നിർമ്മാണ
വായ്പയെടുത്ത് വീട് നിർമ്മിക്കുന്നതിന് എനിക്ക് പൂർണ്ണസമ്മതമാണ് .

ഈ സമ്മതപത്രം നോട്ടറി പബ്ലിക് മുമ്പാകെ സ്വമനസ്സാലെ സത്യം ചെയ്തു ഒപ്പിട്ടു നൽകുന്നു.

എന്ന് രണ്ടായിരത്തി പതിനേഴാമാണ്ട് ആപ്രിൽ ഒന്നാം തീയതി

പേര് /ഒപ്പ് :

SERVICE CERTIFICATE

This is certified that following are the service and pay particulars of Sri/Smt.....
(official Address).

- 1. Name :
- 2. Designation :
- 3. Permanent Address :
- 4. Date of Birth :
- 5. Date of Entry in Service :
- 6. Date of Superannuation :
- 7. Completed Years of service (on application date):
- 8. Present Scale Pay :

Monthly Salary Particulars			
Allowances	Rs	Deductions	Rs.
Basic Pay		GPF	
Dearness Allowance		GIS	
House Rent Allowance		LIC etc.	
City Compensatory Allowance		SLI	
Etc.....		Etc.....	
Total		Total	
NET SALARY.....			

Dated Signature
of Official Superior

DCRG CERTIFICATE

Certified that Sri....., Pen No.....,,
..... is eligible for Death-cum-Retirement Gratuity at
following rates.

1. Date of Birth :
2. Date of Entry in service :
3. Date of Retirement :
4. Period of service on application date :
5. No. years of total service as on date of superannuation:
(Qualifying Service)
6. Basic pay :
7. Dearness Allowance Admissible on basic pay :
8. Present Pay (Basic Pay + Dearness Allowance) :
9. DCRG admissible on the date of retirement
on the above pay (In words & Figures) :
(Present pay x No. of years of total service)

Dated Signature
of Official Superior

Dated Signature
of Head of Department

As per Circular No.25/2016/Fin dated 21/03/2016.

DECLARATION - I

“ I/WE.....Pen Nos.....is/are an officiating/Permanent employee ofDepartment(s), Government of Kerala and I/WE have not surrendered House Building Advance sanctioned to me/us preceding two financial years.

(Counter signed by HoD/HoDs)

Station:

Date :

Signature of Employee(s)

Dated Signature
of Official Superior(s)

Dated Signature
of Head of Department(s)

Declaration – III

I/We.....
.....

(Name, Designation and name of office) hereby declare that I/We do not already own a house anywhere in the country either in my name or in the name of my wife / husband / minor children.

(Signature Name and Address of the employee / employees)

As per Circular No.35/2016/Fin dated 18/04/2016.

DECLARATION - II A

“ I.....Pen No..... is an officiating/Permanent employee ofDepartment, Government of Kerala and I have not availed HBA earlier or applied for House Building Advance scheme to State Government Employees and Teachers separately. (Counter signed by HoD)

Signature of Employee

Dated Signature
of official superior

Dated Signature
of Head of Department

As per Circular No.35/2016/Fin dated 18/04/2016.

JOINT DECLARATION - II B

“ Weand(Pen Nos. &)
are officiating/Permanent employees of ,and
.....Departments, Government of Kerala and we have not availed
HBA earlier either jointly or separately or applied for House Building Advance scheme to State
Government Employees and Teachers separately.

(Counter signed by both HoDs)

Signature of Employee

Signature of Employee

Dated Signature
of Official Superior

Dated Signature
of Official Superior

Dated Signature
of Head of Department

Dated Signature
of Head of Department