



**GOVERNMENT OF KERALA**  
**FINANCE (HOUSE BUILDING ADVANCE) DEPARTMENT**  
**CIRCULAR**

No.30/2017/Fin.

Dated, Thiruvananthapuram, 29/04/2017

Sub: House Building Advance to State Government Employees and Teachers  
Online Registration of applications by the Head of Department and  
Sanctioning authority 2017-18 - Instructions issued reg:-

Ref : 1.G.O.(P)No.505/2009/Fin dated 12/11/2009.  
2.Circular No.25/2016/Fin dated 21/03/2016.  
3.Circular No.35/2016/Fin dated 18/04/2016.  
4.Circular No.26/2017/Fin dated 25/04/2017.

Government have reintroduced House Building Advance Scheme to State Government Employees and Teachers as per G.O. cited 1<sup>st</sup> above. In pursuance of the above Government order and the instructions contained in the circulars cited, all Heads of Department and Sanctioning Authorities are instructed to register online eligible HBA applications for the financial year 2017-18 from 01/06/2017.

2. The applicants who have completed 5 year period of service on or before 30/04/2017 will only be eligible for applying House Building Advance for the financial year 2017-18.

3. The time frame for applying for House Building Advance is as follows:

- The time for submission of applications in respective offices by Government Employees/Teachers -within 15/05/17.
- Time for furnishing applications to the Head of the Department by the respective offices- -within 31/05/17.
- Time for online registration of applications and furnishing of the Department wise eligibility list by the Head of the Department to Finance Department -within 15/07/17.

4. The online registration of HBA applications 2017-18 starts from the office of the Head of Department on 01/06/2017 and the HBA SEL website will freeze on 30/06/2017 at 5 pm.

5. After online registration, the HBA Appendix III statement generated from the website signed by Heads of Departments should be forwarded to Finance (House Building Advance) Department before 15/07/2017. Manually created Appendix III statement will not be entertained in this Department. Therefore all the Heads of Department and sanctioning authorities shall ensure themselves whether all the eligible applications have been entered online. Joint loan application pertaining to applicants of different departments should be verified recommended and countersigned (dated signature is essential) as per the instructions in Circular 4<sup>th</sup> cited and the application along with connected documents should be forwarded to Finance Department for sanction only after online registration by the Head of Department of the main applicant. Joint loan applications relating to applicants of same department need not be forwarded to this Department.

6. The HBA combined state-wise Seniority list shall be published in the [WWW.finance.kerala.gov.in](http://WWW.finance.kerala.gov.in) website. No corrections shall be permitted after publishing the final HBA eligibility list. The seniority is based on the date of retirement (lesser the service left, higher will be the priority is the norm being followed). Therefore, all the Heads of Departments and Sanctioning authorities shall verify scrupulously the correct date of birth, date of retirement, HBA amount recommended for and ensure that the documents as provided under KFC Form No.29 and in the circular 4<sup>th</sup> cites are appended with the application at the time of applying for HBA itself, before publishing the combined HBA state-wise seniority list 2017-18. Incomplete applications shall summarily be rejected by the Head of Department concerned.


V.RAJAPPAN

ADDITIONAL SECRETARY(FINANCE)

To

- 1.The Principal Accountant General (A&E/G&SSA),Kerala, Thiruvananthapuram
- 2.The Accountant General (E& RSA), Kerala, Thiruvananthapuram.
- 3.All Heads of Departments and Offices.
- 4.All District Collectors.
- 5.All Departments( All Sections) of the Secretariat.
- ✓6.The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in).
- 7.The Stock File /Office Copy.

Forwarded /By Order

  
Section Officer