By Special Messenger.

GOVERNMENT OF KERALA

FINANCE (HBA) DEPARTMENT

CIRCULAR

No.51/2015/Fin **Dated, Thiruvananthapuram, 25.05.2015.**

Sub: - House Building Advance to State Government Employees and Teachers – Online registration of applications by Heads of Departments and sanctioning Authorities 2015-16 – Instructions issued - reg:-

Ref: - 1. G.O(P) No.505/2009/Fin dated 12.11.2009.
2. Circular No.38/2010/Fin. Dated 30.04.2010.
3. Circular No.53/2014/Fin. Dated 31.05.2014.

In the Government Order dated 12.11.2009, Government have reintroduced the House Building Advance Scheme to State Government Employees and Teachers. In pursuance of the above Government Order and the instructions contained in the circulars cited, all the Heads of Departments and Sanctioning Authorities are instructed to register online eligible HBA applications 2015-16 from **01.06.2015** onwards.

2. The online registration of HBA applications 2015-16 starts from **01.06.2015** and the HBA SEL website will freeze on **30.06.2015 at 5 PM**.

3. After online registration, the HBA Appendix III statement generated from the website signed by Heads of Departments should be forwarded to Finance (HBA) Department before **15.07.2015**. Manually created Appendix III statement will not be entertained in Finance Department. Therefore, all the Heads of Departments and Sanctioning Authorities shall ensure themselves whether all the eligible applications have been entered online. In the case of joint application of employees working in different Departments, the application should be examined and signed as per the instructions in Circular 2nd cited and the application along with connected documents should be forwarded to Finance Department only after online registration by the Head of Department of the main applicant. In the case of joint application of

employees working in same Department, the applications shall be processed by the Head of the Department concerned and it need not be forwarded to Finance Department.

4. All the Heads of Departments and Sanctioning Authorities shall see that the HBA list once prepared and published online by Government is having continuity and fresh application for HBA need not be obtained from those hands whose name is figured in the previous year HBA list, but pending disposal for want of administrative reasons.

5. The HBA combined State wise seniority list shall be published in the www.finance.kerala.gov.in website. No corrections shall be permitted after publishing the final eligibility list. The seniority is based on the date of retirement ('lesser the service left higher the priority will be' 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 3rd cited are appended with the application at the time of applying for HBA itself, before publishing the combined HBA State Seniority List 2015-16.** Incomplete applications shall summarily be rejected by the Heads of Departments concerned.

V. RAJAPPAN,
Additional Secretary (Finance).

To

All Heads of Departments and Offices.
All District Collectors
The Nodal Officer, Website (Finance).
The Stock File /Office Copy

Forwarded /By Order

SKS Begum

Section Officer