



KANNUR UNIVERSITY
PLD-B

No. PLD/B3/10301/HBA/2025-26

Dated: 20.07.2025

CIRCULAR

Sub:- House Construction Advance to the University employees for the year 2025-26-
Applications invited - Circular issued -reg.

Ref :- 1. Syndicate resolution No. 2019.665 dated 26/10/2019.
2. PLD/B3/HBA/2022-23 dated 15/11/2023
3. Syndicate resolution No.2023.264 dated 30/05/2023
4. Syndicate resolution No.2024.474 dated 21/06/2024
5. Syndicate resolution No.2025.497 dated 04/07/2025

With reference to the above, applications in the prescribed form are hereby invited from the Non teaching/Teaching employees of the University for availing House Construction Advance for the year 2025-26 . Application forms can be had from Kannur University website www.kannuruniversity.ac.in . The staff members who require the advance shall submit their applications with all the required documents to the undersigned on or before **30/08/2025**. Self drawing officers are to route their applications through the Finance Officer.

I. Terms and conditions for applying for the House construction advance are as follows:

1. Employees who own inhabitable home either in his name or in the name of spouse are not eligible for advance.
2. Those employees who have completed 5 years of service are eligible for submitting application. The service rendered in Government will also be reckoned for applying HCA.
3. The employees should have minimum 50 months of service remaining at the time of submitting application.
4. The House Construction Advance will be limited only for purchase/construction of a house/ready built flat during the current financial year.
5. The interest will be simple interest @ 8% per annum.
6. Take over of existing bank loans shall not be allowed.

II. The application should contain the following documents/requirements.

1. All columns in the application should be duly filled in by the applicant.
2. The following documents should be attached with the application.

- i. Location, Possession , Encumbrance Certificate(15 years) of the property, Building Permit (Attested copy), Land tax receipt and Sketch.
- ii. Clear title certificate of the property from local legal advisor of the University (legal charge should be paid by the applicant.)
- iii. Original title deed.
- iv. Plan and estimate of the proposed building approved by the Executive Engineer (PWD Building) having jurisdiction over the location where the house is proposed to be built or purchased / as per the reference cited 2nd above Plan and estimate of the proposed building approved by the Executive Engineer of the University if the applicant submit the copy of the approved plan and the estimate prepared as per Govt. approved PRICE software.
- v. In the case of purchase of ready built house separate evaluation certificate should be obtained for the land and building. The land should be evaluated by the Village Officer/Tahsildar and the building should be evaluated by the PWD Engineer concerned.
- vi. The Agreement assigning DCRG of the applicants duly prepared and signed by the applicant / as per the reference cited 3rd above the applicants of HBA those who are coming under NPS are exempted from pledging the DCRG as collateral security in favour of University. **(However, the collateral security other than DCRG , if required, to be pledged by employees coming under NPS in the case of purchase of ready built house under IV (iii) below, will be decided separately)**
- vii. As per the paper read 4th above, any one of the following documents can assign collateral security in favour of Registrar for availing HBA
 - a. A Life Insurance Policy taken by the loanee in the office branch of the State Insurance Department or Life Insurance Corporation of India or in the Postal Insurance for an amount sufficient to cover 25% of the loan amount , as collateral security ,in addition to the mortgaged land and building.
 - b. Gratuity/death -cum-retirement gratuity to the extent of 25% of the loan
 - c. Insurance against fire in the State Insurance Department for a sum not less than the amount of the advance.

Immediately on completion of construction or purchase of the house, and in any case within two months there after the officer concerned should insure the house at his own cost with the State Insurance Department for a sum not less than the amount of advance and keep it so insured against damage by fire, flood or lightning till the advance is fully repaid to the University and keep the policy with the Registrar. The premium must be paid regularly and premium receipts produced for inspection by the Registrar.

3. The pay particulars reported should be the pay as on the month of March 2025 (incorporating all the pay fixation and increment up to **31.3.2025**)
4. Applications should be verified, recommended and countersigned by the Head of the Department.
5. More than one advance shall not be made for the same house.

III. Insurance

The employees shall insure the house at his/her own cost within two months on completion of construction of house and keep it so insured in the joint names of himself/herself and the University against fire, flood, lightning and natural calamities etc., for its full market value as desired by the University from time to time.

IV. Admissible Amount and Disbursement

1. The admissible amount of loan shall be 50 times of basic pay subject to a maximum of 20 Lakh.
2. The advance shall be paid in two equal installments. The second installment of advance shall be released only on production of Utilization certificate for the first installment amount of House Building Advance issued by the University Assistant Engineer.
3. Advance for purchase of ready built house can be paid in one lump sum as soon as the applicant executes an agreement in the prescribed form. The employee should ensure that the building along with site purchased should be mortgaged in favour of Registrar of the University within 2 months from the date of disbursement of the advance.
4. The amount of advance shall be restricted to the estimated cost for construction of the house.

V. Mortgage and Creation of Second Charge

The employees should execute an agreement creating equitable mortgage by the deposit of title deed u/s 58(f) of the Transfer of Property Act, 1882 as security and any one of the documents should assign as collateral Security for the entire amount of Advance as mentioned para II(G) above, and an Encumbrance Certificate covering the date of execution of the equitable mortgage.

- VI. The advance will be sanctioned to the applicants strictly on the basis of the seniority of service in the University. Preference will be given to such applicants who have lesser service left for superannuation.
- VII. The date of receipt of application will be the date on which a perfect application with all required documents is received.
- VIII. Late and incomplete application will not be entertained.

Sd/-

SAJEEVAN M

Assistant Registrar II

For REGISTRAR

To:

1. All Heads of the Departments for circulating among the staff members
2. Joint Registrar/Deputy Registrar/Assistant Registrars for circulating among staff members
3. Campus Directors
4. Director, IT Centre/Computer Programmer

Copy to:

PS to VC/PA to R/PA to FO/PA to CE/DO/AE/Notice Board/ Finance Branch/Administration
Branch/Govt. Auditor/Budget /SF/DF/FC

Forwarded / By Order

SECTION OFFICER

APPENDIX – I
K.F.C Form No. 29
(See Chapter IX Article 244 C)

Application for advance to Kannur University Employees for Purchase/Construction of a home/ready built flat during the financial year 2025 -2026.

1.	Name of the applicant (s)	
2 . a)	Date of Birth	
b)	Date of Superannuation/Retirement	
c)	Date of joining the University service	
3.	Official Designation with Section/Branch /Department	
4. a)	Monthly substantive pay/officiating pay	
b)	Dearness Pay, if any	
5. a)	Amount of Advance asked for (in words & in figures)	
b)	Rate of Repayment of the advance proposed	
c)	No. of Installments of the repayment proposed	
6.	Name of Treasury from which payment is desired	
7 a)	Purpose of the Advance (in the case of purchase of a house with site/house site, the name and address of the person from whom the property is proposed to be purchased also should be specified)	
b)	Survey No. of the land and extent	
c)	Village, Taluk and District in which the land is situated.	
8. a)	Approximate value of the house, house with site/house site proposed to be purchased	
b)	Estimated cost of construction, completion extension or repair of the house	
9.	If it had already been purchased, completed, extended or repaired the date on which it was effected	
10.	If any Advance(s) had been drawn previously by the applicants(s)	
a)	The number (s) and date(s) of the University orders sanctioning Advance	
b) 1	Whether it/they are in the course of repayment, and if so,	
i)	the amount already repaid	
ii)	the balance due	
iii)	the number of the installment last repaid, and	
iv)	the rate of the repayment effected; or	
2	Whether the Advance was finally adjusted, If so; the date(s) on which the final Adjustment(s) was effected	

11.	Details of the Security proposed to be furnished	
12.	Details of the collateral security proposed to be furnished (Kerala State Insurance Policy/Life Insurance Corporation Policy/Gratuity/ D.C.R.G etc) (in respect of the insurance Policy, furnish also the policy number and the sum insured)	
13.	Title of the applicant (s) to the land upon which the house which is proposed to be/is built, completed, extended or repaired stands	
14.	Whether the Certificate as required in the rules, from the Executive Engineer/Assistant Engineer of the P.W.D (B &R)/Executive Engineer of the University Having jurisdiction over the area in which the house is situated, is attached (give name and designation of the Officer)	
15. a)	Whether Title Certificate from the Local Legal Advisor of the University, is attached	
b)	Whether Possession Certificate from the Tahsildar having jurisdiction of over the area, is attached	
c)	Whether Encumbrance Certificate in respect of the land for fifteen years, from the Sub-Registrar is attached.	
d)	Whether Location Certificate from the Village Officer concerned and the plan of the proposed Building are attached (to be retained by the Head of the Department)	
16.	If the applicant(s) had already drawn or applied for any loan/advance under any other Housing Scheme sponsored by the State/Central Government.	
a)	The amount of the loan/advance already drawn/ applied for,	
b)	The scheme under which loan/advance drawn/ applied for, and	
c)	The number and the date of the sanction issued by the Government or the date of the application for the loan/advance.	
17 a)	The designation of the Officer who has to sign the bill claiming the advance	
b)	The designation of the Officer who has to countersign the bill	

DECLARATION

1./We hereby bind myself/ourselves to use the advance for the purposes. I/We have applied for and in strict compliance with the rules in this respect laid down in the Kerala Financial Code and orders issued by the Kannur University from time to time.

2./We do hereby declare that surplus of the advance, if any, will be refunded to University immediately after the work/transaction is over.

3./We also hereby agree to adjust Rs.....(Rupees..... only) of the advance from the gratuity /D.C.R. gratuity admissible to me/us.

4./We also hereby agree to assign Rs..... (Rupees only) from the gratuity/ D.C.R. gratuity admissible to me/us as collateral security.

5.I hereby declare that I do not already own a house anywhere in the country either in my name or in the name of my wife/husband/minor children/we do hereby declare that we do not own a house

anywhere in the country either in the name of any of us or in the name of our minor children.
7.I/we solemnly declare that the information furnished against the various items indicated above is true to the best of my/our knowledge and belief.

Station:
Date:

Signature of the Applicant(s)

(To be furnished by Official Superior/Head of Department)

I consider that the Advance asked for is actually required for the Purchase/Construction of a house /ready built flat for the personal residence of the applicant(s) and that the applicant (s) deserves such assistance.

I also consider that the security offered is sufficient for the advance asked for *

I therefore, recommend that an advance of Rs.....
(Rupees.....)
.....) may be granted to the applicant(s) without risk to the
Kannur University.
(Strike out the item whichever is inapplicable)

OFFICIAL SUPERIOR/HEAD OF THE DEPARTMENT

(To be furnished by the Finance Officer)

I hereby certify that as per this office records no advance was drawn previously by the applicant(s).

I hereby certify that as per this office records the advance drawn previously by the applicant(s) per GO..... dated is in the course of repayment/was fully adjusted in.....

I hereby certify also that the information furnished against in item 2,4,10 and 12 (item 12 with regard to gratuity/death-cum-retirement gratuity only) has been duly verified and found correct.

FINANCE OFFICER

* This clause shall be omitted in the case of application for purchasing a house with site.

Action shall be taken simultaneously in such case to get the property valued by Special Officer- Land Acquisition and the University Engineer as provided in Article 244.

I certify that the amount of gratuity//death-cum-retirement gratuity due to the applicant(s) on the date of his/her/their superannuation(at the time retirement calculated on the basis of the appointment held by the applicant(s) at the time of submitting the application) is estimated to be Rs.....(Rupees.....) and that the applicant(s) is/are governed by the Kerala Service Rules/All India Service Rules.

Station:
Date:

REGISTRAR

Note: Item No. 1,2,3,4 & 12 to be verified and attested by the competent authority of Administration /Finance / Academic branch as the case may be.