

{ Referred to in Decision No. (2) below Rule 18 }
FORM OF REPORT TO THE PRESCRIBED AUTHORITY AFTER COMPLETION OF
THE BUILDING/EXTENTION OF A HOUSE

To

Sir,

In my Letter No,dated.....,I had reported that I proposed to build a house.

1.Permission was granted to me in Order No.....datedfor the building of a house.

The house has since been completed and I enclose a Valuation Report, duly certified by

2. The cost of construction indicated in the enclosed Valuation Report was financed as under:-

Sl no	Source of Finance	Amount
i)	Own Savings	

Yours faithfully

Signature

Name (in Block letter)

Designation:

Section:

Note: -Variation, if any, between the figures given above and figures given in Form2 may be explained suitably.

VALUATION REPORT

I/We hereby certify that I/we valued House
.....constructed by
Shri/Smt.....and I/We give below the value
at which I/We estimate the cost of the house under the following headings:

Sl No	Heading	Cost
1.	Bricks	
2.	Cement	
3.	Iron & Steel	
4.	Timber	
5.	Sanitary Fittings	
6.	Electrical fittings	
7.	All other special fittings	
8.	Labour charges	
9.	All other charges	
10.		
11.		
12.	Total Cost of the Building	

Total cost of Building:.....

Date:

Signature and Designation of the
Valuation Authority

- ❖ A firm of Civil Engineers or Civil Engineer of Reput
- ❖ Here enter details of the house:
- ❖ Here enter name etc of the Government servant:
- ❖ Date of completion of the construction of house :
- ❖ Date of occupying the house:
- ❖ Date of receipt of 1st instalment of H.B.A :