

**NATIONAL HIGHWAY AUTHORITY**  
**Admn Wing (Welfare Section)**

**APPLICATION FOR GRANT OF ADVANCES**

**A. Kind of Advance (Tick the Relevant) as given below:-**

i. H.B.A For:

- Purchase of Building / House
- Construction of Building on available Plot
- Purchase of Plot
- Renovation / Extension / Reconstruction of Building / House

ii. Conveyance Advance For:

- Purchase of Car
- Purchase of Motorcycle
- Purchase of Bicycle

iii. Number of Advance (Tick the Relevant):

1 <sup>st</sup> Advance	2 <sup>nd</sup> Advance	3 <sup>rd</sup> Advance

1. **Employee's Name** \_\_\_\_\_ 2. **Father's Name** \_\_\_\_\_

3. **Designation** \_\_\_\_\_ 4. **BPS** \_\_\_\_\_

5. **Place of posting** \_\_\_\_\_ 6. **Date of Birth** \_\_\_\_\_

7. **Date of initial appointment in NHA** \_\_\_\_\_

8. **Date of Joining NHA** \_\_\_\_\_

9. **Nature of Appointment**  
(Tick the Relevant):

Regular	Contract	Deputation

10. **Total Service**  
**in NHA:**

D	M	Y

11. **Service other than NHA:**

Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Name of Post held \_\_\_\_\_ BS \_\_\_\_\_

Nature of Appointment (Tick the Relevant):

Regular	Contract	Adhock	Deputation

Status of Previous Service (Tick the Relevant):

Counted for Seniority / Promotion in NHA	Not Counted

12. **Permanent Address:** \_\_\_\_\_

13. **Present Residential Address:** \_\_\_\_\_

14. **Detail of Plot / House / Car / M.Cycle** \_\_\_\_\_

(as case may be) already held by the \_\_\_\_\_  
employee or his / her family member any \_\_\_\_\_  
where in Pakistan. Family members include) \_\_\_\_\_

Father, Mother, Wife and Children) \_\_\_\_\_

15. **Monthly Running Basic Pay Rs:** \_\_\_\_\_

16. **Approximately Amount needed as Advance** \_\_\_\_\_

17. **Advance already / previously drawn**

Type \_\_\_\_\_

Amount \_\_\_\_\_

Date \_\_\_\_\_

18. **Married / Un-married:** \_\_\_\_\_

19. **Whether your Spouse / Husband (as the case may be) is a Government Servant** \_\_\_\_\_ if yes, mention Name, Designation,

BS \_\_\_\_\_ and full address \_\_\_\_\_ of Organization \_\_\_\_\_

\_\_\_\_\_

20. **Did your Husband / spouse (as the case may be) has drawn any advance, if yes total amount Rs:** \_\_\_\_\_

\_\_\_\_\_

21. **Are you residing with any of your family member?** \_\_\_\_\_

22. **What Mod of Conveyance is being used by you for attending office?** \_\_\_\_\_

\_\_\_\_\_

23. **Are you or your family members holding land or land property, if yes, total cost of land(s) / property(s)** \_\_\_\_\_

24. **Monthly income:** \_\_\_\_\_ **Salary Rs:** \_\_\_\_\_ **Other Sources Rs:** \_\_\_\_\_

25. **Whether advance is needed on turn or out of turn (if out of turn, justify it)** \_\_\_\_\_

\_\_\_\_\_

26. **Are you facing any disciplinary case or pending inquires. (Attach a certificate from Admn)?**

27. **Any specific request in this regard:** \_\_\_\_\_

\_\_\_\_\_

28. **Under Taking:**

a) I hereby undertake that I will neither sale nor transfer the property purchased / maintained through the amounts of this advance till its full recovery.

b) I will submit all documents within prescribed time required under NHA S.O.Ps for advances.

c) I will abide by all terms and conditions prescribed for the advance under NHA S.O.Ps.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Countersigned by Controlling Officer  
Not Below of BS-18 Officers**