



## **Important Notice**

**The following precautions must be taken while submitting the application.**

- 1) Family means husband and wife and dependent children (unmarried).
- 2) There should be no permanent home in India in the name of family or family members, but independent children (unmarried) can apply.
- 3) The family or any family member should not be the beneficiaries of any previous housing scheme.
- 4) In addition to the government's contribution for the construction of the house, the remaining amount will be arranged by the family on their own.
- 5) Applicant must have a bank account and the xerox copy of the pass book containing the bank's IFSC code is required while submitting the application.
- 6) All the documents are required in the prescribed format and sequence while submitting online application.
- 7) All the documents will be digitally scanned therefore a proper and clear Self Attested xerox copy should be submitted
- 8) All certificates and other documents should be self-certified and submitted along with the application. There is no need to get attestation from Tahsil office or other places.
- 9) In the Pune Metropolitan Region Development Authority (PMRDA), after applying online for housing scheme you will receive a receipt of acknowledgment for online processing. The application form number submitted by you is mentioned on this receipt and keep a record of the online application number for future reference. Also, make sure the mobile number (telephone) submitted with the application is valid.

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## **Documents Required:**

### **Sequence of documents**

- A) Income certificate (self certified).
- B) Affidavit submitted with application. While applying, the affidavit will be required on plain paper, but it is necessary to give an affidavit on stamp paper of Rs 100 while getting the benefit.
- C) Aadhaar Card
- D) Xerox copy of bank passbook in the name of applicant (containing IFSC code).

### **Documents required if needed:**

- E) PAN Card
- F) BPL certificate (If BPL)
- G) Caste Certificate (SDO / Tehsildar)
- H) Caste Verification Certificate
- I) Ration Card
- J) Proof of widow (If widow)
- K) Desertion / Divorcee Certificate (If Deserted / Divorcee)
- L) Handicap Certificate (If Handicap)
- M) TAX receipt
- N) Other (Electricity Bill, Water Supply Bill, Telephone Bill, etc.)

All processes in Gharkul Yojana, implemented under Pune Metropolitan Region Development Authority (PMRDA), are transparent because all the processes are carried in the online and digital manner. Due to the online and digital system nobody will be able to exploit any of the benefits or influence it, so it will help the beneficiary to avail the benefits of the scheme.



**Beneficiary Information \***  
All information is necessary

Passport  
Photo

First Name

Middle Name

Last Name

1. Name of Applicant in English (As per Aadhaar Card)

\_\_\_\_\_

2. Sex

- Male  - Female  - Transgender

3. Applicant Type

- General  - Handicap  
 - Widow  - Divorcee/Desertion

If Handicap

- Blind  - Partially Blind  - Deaf  
 - Osteoporosis  - Mentally Retarded  
Other - \_\_\_\_\_

4. Father's Name / Husband's Name

\_\_\_\_\_

5. Date of Birth

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (DD/MM/YYYY)(Ex.17/10/1961)

6. Age

\_\_\_\_\_ Years

7. Marital Status

- Married  - Unmarried  - Others

8. Present Address and Contact Details

- A. House / Flat / Door No.  
B. Street Name / Address  
C. Ward No. & Area  
D. City  
E. Mobile No.  
F. PIN code

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Permanent Address

- Same As Above

- A. House / Flat / Door No.  
B. Street Name / Address  
C. City / Town  
D. District, State

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Existing (Present) house ownership details

- Own  - Rental  - Other

11. Sewage Arrangement

- None  - Competent Authority Sewer  
 - Drain  - Other

12. Type of the house based on roof type

- Pucca(CC & Stone Slab)  
 - Semi-Pucca(Asbestos/Steel Sheet, Tiled)  
 - Katcha(Grass/thatched, Tarpaulin, Wooden)

13. Number of rooms in the dwelling unit excluding kitchen

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14. Aadhaar Card

15. PAN Card

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16. Family members' information (Aadhaar card required)

Relationship to Head of the Family			Sex	Age	ID Card					
Name	Relation	Marital Status			Aadhaar	Voter ID Card	PAN Card			

17. Religion

- Hindu     - Muslim     - Christian     - Sikh  
 - Jainism     - Buddhism     - Zoroastrianism  
 Others-

19. Caste

- General     - SC     - ST     - OBC

20. Bank Details

- A. Bank account number
- B. Name of the Bank & Branch
- C. IFSC
- D. MICR

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21. Number of Years of Stay in this Town/City

- 0 to 1 year     - 1 to 3 years     - 3 to 5 years  
 - More than 5 years     - Before 01/01/2000

22. Size of existing dwelling unit (Carpet area in Sq. ft.)

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23. Whether the family owns any house / residential land anywhere in India

- Yes     - No

- A. If yes, detail information of the land
- B. Area of open land in Sq. Ft.

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24. Employment Status

- Self Employed     - Salaried  
 - Labour    Other -

25. Household Annual Income (Rs.)

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26. Family have a BPL Card?

- Yes     - No

If yes, then BPL card no.

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27. Family has Open Plot?

- Yes     - No

If yes, then area of open plot (Sq. Ft.)

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**29. Preferred component under which beneficiary need assistance under HFA.**

- Ghatak No. 2 Credit Linked Subsidy (Through loan attached interest subsidy)  
 - Ghatak No. 3 Affordable Housing in Partnership (From Private or Government developer)  
 - Ghatak No. 4 Self Construction (Grant for building a private house)

**30. Attached Documents**

Essential :

- Income Certificate (Self Certified)       - Xerox copy of Bank Pass Book (containing IFSC code)  
 - Affidavit (As Given)       - Aadhaar Card

As applicable :

- BPL Certificate       - Caste Certificate (SDO/Tehsildar)       - Caste Verification Certificate  
 - Ration Card       - Proof of Widow       - TAX Acknowledgment  
 - Desertion / Divorcee Certificate       - Handicap Certificate       - City Survey Certificate  
 - Tenant receipt       - PAN Card      Other -

**31. Preferred place for apartment**

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**Signature/Thumb Impression of Head of Household**

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