

**Submission of Information Relating to Citizen/ Client Charter**

**“Api Wenuwen Api” Housing Project Division**

| S/N | Service/Services Provided   | Requirement to be fulfilled before providing service  | Documents/Applications/Forms to be submitted   | Amount/fee levied | Maximum duration taken for providing service (No. of working days) | Name/Designation (Rank) and TP No. of the officer to be contacted  |
|-----|---|---|--|-------------------|--|--|
| 1   | “Api Wenuwen Api” complete housing project ( Subject to maximum of Rs.2,000,000.00)                             | <ol style="list-style-type: none"> <li>1. Being a war hero who joined the service of the trice forces or the Police before 19.05.2009</li> <li>2. Being incapacitated to perform duties with a disability exceeding 65% as a result of active duty, or being a close relative of a war hero who died due to active duty.</li> <li>3. Confirmation that he does not possess an own residence.</li> <li>4. Ownership of the land on which the house is to be built should be held either by the war hero or the spouse.</li> <li>5. Being an officer of a rank equal to or above the rank of Army Major, or an other ranker.</li> <li>6. Welfare assistance for housing should not be obtained from another institution.</li> </ol> | <ol style="list-style-type: none"> <li>1. Completed building application</li> <li>2. Marriage Certificate, if married</li> <li>3. Deed/permit of the land on which the house is to be built (Approved by the respective local government authority)</li> <li>4. Death certificate, if the war hero is dead,/ medical report indicating the percentage of the debility, if the war hero is disabled.</li> <li>5. The certification from the Grama Niladharee confirming the non-existence of a dwelling.</li> <li>6. Name list should be submitted with the approval of the welfare divisions of the relevant forces/police.</li> </ol> | Not levied        | A period of one year   | <p align="center">“Api Wenuwen Api”<br/>Housing Project<br/>Division,<br/>Ministry of Defence</p> <p>TP: 0112430860<br/>Ext. : 10164</p> |
| 2   | “Api Wenuwen Api” granting partly assistance for housing constructions ( Subject to maximum of Rs.1,000,000.00) | <ol style="list-style-type: none"> <li>1. Being a war hero who joined the service of the trice forces or the Police before 19.05.2009.</li> <li>2. Ownership of the house should be held either by the war hero or the spouse.</li> </ol>   | <ol style="list-style-type: none"> <li>1. House should have been partly built</li> <li>2. Completed application for the partly built house.</li> <li>3. Housing plan should be approved by the respective local government authority.</li> </ol>   | Not levied        | A period of one year   | <p align="center">“Api Wenuwen Api”<br/>Housing Project<br/>Division,<br/>Ministry of Defence</p> <p>TP: 0112430860<br/>Ext. : 10164</p> |

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|  |  | <p>3. Being an officer of a rank equal to or above the rank of Army Major, or an other ranker.</p> <p>4. According to the housing plan, the house should be completed at least by building the walls and roofing</p> <p>5. Welfare assistance for housing should not be obtained from another institution.</p> | <p>4. Street line certificate</p> <p>5. Name list should be submitted with the approval of the welfare divisions of the relevant forces/police.</p> |  |  |  |
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