

FORMAT – I

**APPLICATION FROM PRESCRIBED UNDER THE REGULATIONS FOR GRANT OF
LOANS FOR ACQUISITION OF HOUSE BY APNPDCL EMPLOYEES.**

1. (a) Name (in block letters) :
 - (b) Designation :
 - (c) Scale of pay :
 - (d) present pay (including dearness pay) :

 2. (a) Office in which employed :
 - (b) Station where posted :

 3. Please state :-
 - (a) Whether you are a confirmed APNPDCL employee or approved probationer. :
 - (b) Date of birth and age on next birthday :
 - (c) Date on which you will attain the age of 55 years :
 - (d) Is your wife/husband a APNPDCL employees? If so give her/his name. designation etc. :

 4. Do you or your wife/husband/minor child already own a house or have a house acquired through outright sale or otherwise? If so, please state :
 - (a) Station where it is situated with exact address. :
 - (b) Floor area (in Sq. meters) :
 - (c) Its approximate valuation :
 - (d) Reasons for desiring to own another house :

 5. (a) Do you require the loan for building a new house? If so, please indicate :
 - i) Approximate floor area in the house proposed to be constructed in Sq. meters :
 - ii) Estimated Cost :

 Cost of Land Rs. :

 Cost of building Rs. :
 Total Rs. : - iii) Amount of loan required Rs. :
 - iv) No.of years in which the loan with interest is proposed to be repaid. (A plan of the house should accompany the application). :
- Note :- Entries in Column (ii) will have to be supported by estimates and plan at the appropriate stage.
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- (b) Whether you are already in possession of the land? If so, please state :

(Contd ... 2)

- i) Name of the city or town where it is located :
- ii) Whether you wish to settle there after retirement. :
- iii) Area of plot (In Sq.meters) :
- iv) Name of the municipal or other local authority (if any) in which jurisdiction it is located. :

6. If no plot of land is already in your possession, how and when do you propose to acquire one? State the approximate plot area (in Sq.meters) proposed to be acquired. :

7. Do you require the loan for purchasing a readymade house? :

- (i) If so, please state the following particulars of the house proposed to be purchased :
 - a. Exact location of the house.
 - b. Floor area of the house (In Sq.meters)
 - c. Plinth area of the house (In Sq.meters)
 - d. Age of the house
 - e. Municipal valuation of the house.
 - f. Name and address of agency offering proposals.
 - g. Approximate price expected to be paid.
 - h. Amount of loan required.
 - i. No. of years in which the loan with interest is proposed to be paid.

7 (ii) Have you satisfied yourself that the transaction would result in your acquiring on undisputable title to the house? :

Required enclosures :-

- 1. A plan of the house.
- 2. A non-encumbrance certificate from the Concerned sub-registrar.
- 3. A letter of consent from the owner of the house.

8. (a) Is your title to land/house undisputed and free from encumbrances? :

(b) Can you produce, if required, original documents (sale deed) in support of your title? If not, state reasons therefore indicating what other documentary proof, if any, can you furnish in support of your claim? :

9. In case you happen to be due to retire from service within ten years of the date of this application and are eligible for the grant of a gratuity or death-cum-retirement-gratuity, do you agree by giving a declaration in the agreement Form-V that the APNPDCL shall be entitle to recover the balance of the said loan with interest remaining unpaid at the time of your retirement or from the whole or any specified part of the gratuity that may be sanctioned to you? :

10.. Is regulation-20 applicable to your case ? if so, state :

(i) The name, designation, scale of pay/office etc. of the confirmed company (APNPDCL) employee who is willing to stand surety for you.

(ii) The date on which the proposed surety is due to attain the age of 55 years.

DECLARATIONS

I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge ad belief.

2. I have read the regulations for the grant of loan for acquisition of house by APNPDCL employees and agreed to abide by the terms and conditions stipulated therein.

3. I certify that : *
- (i) My wife/husband is not a APNPDCL employee, my wife/husband who is APNPDCL employee, has not applied for and/or obtained as loan under these regulations. :
- (ii) Neither I nor my wife/husband has applied for and/or obtained advance or loan from any other sources for the acquisition of a house. :

Station : Signature of the applicant

Date : Designation

(To be completed by the forwarding authority)

No. _____ Station _____ Date : _____

Forwarded to the Personnel Department. The facts stated in the application have been verified and found correct.

I recommend that, a loan of Rs. _____ may be granted to the applicant. I have satisfied myself on the basis of monthly deductions. Etc., made from the applicant's Salary, that, this amount is well within his repaying capacity.

** Signature :

Designation :

* Strike out whichever is not applicable.

** Name of the signing officer should also be indicted in block letters below his signature.