

Ser No

PRICE : ₹ 200/-

ARMY GROUP INSURANCE FUND



CONVEYANCE ADVANCE : NEW/OLD CAR **(OFFRs/JCOs)**



Applying for: 1st /2nd /3rd Time Conveyance Advance _____

Personal No _____ Old Army No (if any) _____

Rank _____ Name _____

Present Unit _____ Regt/Corps _____
(With Pin and APO)

Tele/Mob No _____ E-mail address _____

Aadhar Card No _____ PAN Card No _____

Permanent Home Address _____

DETAILS OF EMI AT THE RATE OF INTEREST 8.75% : CONVEYANCE

| Amount | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years | 6 Years | 7 Years | 8 Years |
|---------|--------|---------|---------|---------|---------|---------|---------|---------|
| 35000 | 3057 | 1595 | 1109 | 867 | 723 | 627 | 559 | 509 |
| 40000 | 3494 | 1823 | 1268 | 991 | 826 | 717 | 639 | 581 |
| 45000 | 3931 | 2051 | 1426 | 1115 | 929 | 806 | 719 | 654 |
| 50000 | 4367 | 2279 | 1585 | 1239 | 1032 | 896 | 799 | 727 |
| 60000 | 5241 | 2735 | 1902 | 1486 | 1239 | 1075 | 958 | 872 |
| 100000 | 8734 | 4558 | 3169 | 2477 | 2064 | 1791 | 1597 | 1453 |
| 150000 | 13101 | 6836 | 4753 | 3715 | 3096 | 2686 | 2395 | 2179 |
| 200000 | 17468 | 9115 | 6337 | 4954 | 4128 | 3581 | 3193 | 2905 |
| 250000 | 21834 | 11393 | 7921 | 6192 | 5160 | 4476 | 3991 | 3631 |
| 300000 | 26201 | 13672 | 9506 | 7430 | 6192 | 5371 | 4789 | 4357 |
| 350000 | 30568 | 15950 | 11090 | 8669 | 7224 | 6266 | 5587 | 5083 |
| 400000 | 34935 | 18229 | 12674 | 9907 | 8255 | 7161 | 6385 | 5809 |
| 450000 | 39302 | 20507 | 14258 | 11145 | 9287 | 8056 | 7184 | 6535 |
| 500000 | 43668 | 22786 | 15842 | 12384 | 10319 | 8951 | 7982 | 7261 |
| 550000 | 48035 | 25064 | 17426 | 13622 | 11351 | 9846 | 8780 | 7987 |
| 600000 | 52402 | 27343 | 19011 | 14860 | 12383 | 10742 | 9578 | 8713 |
| 650000 | 56769 | 29621 | 20595 | 16099 | 13415 | 11637 | 10376 | 9439 |
| 700000 | 61135 | 31900 | 22179 | 17337 | 14447 | 12532 | 11174 | 10165 |
| 750000 | 65502 | 34178 | 23763 | 18575 | 15478 | 13427 | 11972 | 10891 |
| 800000 | 69869 | 36457 | 25347 | 19814 | 16510 | 14322 | 12770 | 11617 |
| 850000 | 74236 | 38735 | 26931 | 21052 | 17542 | 15217 | 13569 | 12343 |
| 900000 | 78603 | 41014 | 28516 | 22290 | 18574 | 16112 | 14367 | 13069 |
| 950000 | 82969 | 43292 | 30100 | 23529 | 19606 | 17007 | 15165 | 13795 |
| 1000000 | 87336 | 45571 | 31684 | 24767 | 20638 | 17902 | 15963 | 14521 |

GENERAL INFORMATION

1. Types of advance

| <u>Ser No</u> | <u>Details</u> | <u>New Car</u> | | <u>2nd Hand Car</u> | | <u>Loan against Maturity</u> | | | | | |
|---|----------------------|--|--------|--------------------------------|--------|------------------------------|---|----|--|----|--|
| | | Offr | JCO | Offr | JCO | Offr | JCO | | | | |
| (a) | Max Loan | 10 Lakh @ | | 5 Lakh @ | | 5 Lakh \$ | 2 Lakh \$ | | | | |
| (b) | Max Period | | | | | | Sanctioned during last two yrs of Superannuation. | | | | |
| | 1 st Time | | | | | | | 96 | | 72 | |
| | 2 nd Time | | | | | | | 72 | | 72 | |
| (c) | Service Eligibility | 2 Yrs | 15 Yrs | 2 Yrs | 15 Yrs | | | | | | |
| (d) | Documents | (i) Quotation. (ii) Monthly Pay Slip. (iii) Cancelled Cheque. (iv) Driving License (Learner's/Military License will not be accepted) (v) Copy of Aadhar Card. (vi) Copy of PAN Card. (vii) Copy of Registration Certificate (RC) (For Old Car only). (viii) Insurance Cover Note (For Old Car only) | | | | | | | | | |
| @ Loan amount as mentioned above or 90% of Ex-Showroom price, whichever is less will be sanctioned. \$ 90% of Maturity Value/Ex-showroom price or Amount mentioned above, whichever is less. | | | | | | | | | | | |

2. IRLA of all members should be in credit.
3. In case of pers from APS and DSC, their application is to be routed through respective Dte.
4. All AGI members can avail **Conv adv only thrice** in their entire service. For Offr/JCO it can be a max of 02 x Four wheeler loans out of three loans admissible.
5. Offr/JCO can take Two Conv adv concurrently (1 x Four Wheeler and 1 x Two Wheeler).
6. To take a similar adv, a min gap of 6 yrs from the date of sanction of first adv is required and previous adv should have been liquidated.
7. 2nd hand car should not be older than 6 years.
8. Second hand car should be free from all types of loan.
9. All **Short Service Officers** of Regular Army units and Medical Officers will be granted loan for 10 and 05 years respectively according to initial terms of service. In case of extension of service, enclose copy of relevant auth/letter issued by respective MS branch.
10. **COMMISSIONING AS OFFR FROM JCOs/OR.** On commissioning as Offr from JCO/OR, this Dte will be intimated and remaining conveyance advance shall be either liquidated by the indl or be transferred to CDA(O), Pune by sending the Authorization letter in the name of CDA(O), Pune to this HQ by the indl for further servicing of loan. In case there is a delay in commencement of payment by CDA(O), then the due instalments shall be remitted directly by the loanee to this office.

11. Car adv taken from **AG's Branch/Comd HQ** needs to be liquidated before applying for Conveyance Adv from AGIF.
12. The application form and its supporting forms/documents such as Agreement, Mortgage Bond (for car only), Contingent Bill and Authorisation letter to CDA(O)/PAO(OR) etc. is to be filled carefully and signed at each place/page where indicated/required, failing which may render application to be rejected.
13. **Date and amount is not to be filled by the applicant on Agreement, Mortgage Bond and Contingent Bill. The same will be filled by AGIF.**
14. In case of offr, both the witnesses should also be offr of Indian Army and in case of JCOs/OR, witnesses should be JCOs/OR.
15. **COUNTERSIGNED** : Application including photographs is to be countersigned by a member of AGIF :-
 - (a) IO in case of all Offrs.
 - (b) CO/OC Unit (OC of minor Units and NOT Coy/Bty Cdr etc) in case of JCOs/OR.
16. All loanees will be compulsorily insured for the loan sanctioned and one time non-refundable insurance premium will be deducted from the loan sanctioned prior to disbursing the loan.
17. **DEDUCTION AT SOURCE.** The actual amount to be disbursed to the loanee will exclude deduction of Cost of Application (**in case of Down loaded forms Only**), **NEFT** charges, one time **Insurance premium** towards CA linked Insurance scheme and **Pre EMI** deductions from the total sanctioned loan amount.
18. Once the conv adv is sanctioned, the EMI/amount will not be altered.
19. **Conv Adv for the Veh already purchased will not be sanctioned/granted.**
20. All types of Conveyance Advance can be liquidated by paying the dues in one instance only.
21. Offr/JCO/OR proceeding on **Deputation** to various Organizations, where EMI is not deducted by CDA(O)/PAO(OR) from their IRLA must remit EMI through DD/Post Dated Cheques by 15th of each month in favour of '**CA A/C AGIF**'.
22. **DIFFERENCE IN COST OF VEHICLE.** If the loanee purchase the veh below the rate of quotation, the difference in cost of vehicle will be deposited along with penal interest as per difference cost letter issued by AGIF after receipt of vehicle documents. The loan amount will be reduced after adjustment of difference amount and total number of EMIs shall be reduced and amount as part of EMI will not change. Delay in submission of cost difference will attract 2% penal interest over and above the rate of sanctioned interest.
23. **HYPOTHECATION.** Hypothecation of the vehicle is compulsory for all four wheeler loanees. If the loanee violates the rule, he would be liable to bear 2% penal interest over and above the sanctioned rate of interest.
24. **FOLIO NUMBER.** Folio Number should be mentioned compulsorily by loanee while corresponding with Conveyance Advance (CA) Section of AGIF.
25. **DIRECT RECOVERY.** If the CDA(O)/PAO(OR) of the loanee does not deduct the EMI of the effected month from the loanee's IRLA, individual should send EMI of the affected month to AGIF through Demand Draft/Multicity Cheque in favour of '**CA A/C AGIF**' immediately.

26. **CHANGE OF ADDRESS.** It is the responsibility of loanee to update his unit address to AGIF whenever he moves out on posting. Delay in receipt of correspondence from AGIF due to non updation of address will not be entertained by AGIF.

27. **CHANGE OF BANK DETAILS.** Every loanee must update his Bank status whenever he changes bank account from one bank to another or changes branch as he moves to new station. It can be updated by sending one leaf of cancelled cheque of latest Bank account to AGIF

28. All rights to review/change in the scheme will be reserved with AGIF Board of Governors (BOG).

29. In the event of any dispute arising with regards to rules it will be subject to the jurisdiction of Delhi courts only.

30. **RATE OF INTEREST.** On or after 01 Dec 2017 all Conveyance advance will be sanctioned at 8.75% rate of interest (ROI).

31. **INTEREST FOR PERIOD OF DEFAULT.** **Interest for Period of Default** on lapsed EMIs will be **2%** over and above the sanctioned rate of interest.

32. In case of Second hand car, in addn to documents at para 1(d) following documents also need to be forwarded :-

(c) **Willingness certificate** as per format given in application duly signed by owner and buyer/loanee, if car is being purchased directly from owner.

(d) If the car is being purchased from **Third party** i.e. True Value, Toyota, Maruti and Mahindra etc an agreement on stamp paper of ₹ 10/- between owner and third party/seller is mandatory as per format given in the application.

(e) No Objection Certificate (NOC) in case Veh is already Hypothecated.

DOCUMENTS REQUIRED AFTER PURCHASE OF VEH

33. Submit photocopy of the following documents within 60 days of the sanction of loan failing which **02% Interest for Period of Default** over and above the rate of sanctioned interest will be levied :-

(a) Delivery Note and Invoice

(b) Cover Note/Policy for Insurance of veh.

(c) Registration Certificate with endorsement of Hypothecation in favour of AGIF.

(d) Cash receipt from Dealer/CSD.

DOCUMENTS FORWARDED BY AGIF ON LIQUIDATION OF LOAN

34. **FORM NO 35.** This form is required by Registering Authority (RTO) to remove Hypothecation from RC of vehicle.

35. **NOC.** NO objection certificate will be issued by AGIF to concerned RTO.

36. Form No 35 and NOC will be forwarded to loanee on his official address as available with AGIF. These two documents are valid for 3 months from date of issue, however same can be obtained from AGIF by writing in case validity expires.

CHECK SHEET**PLEASE ENSURE FOLLOWING BEFORE SUBMITTING APPLICATION**

1. The Photograph of the applicant in present rank in uniform has been affixed and attested by CO/IO at page 5.
2. Date of retirement/release has been correctly filled in column 10 at page 5. **In case an extension is granted, Photocopy of Part II order to be enclosed.**
3. The Unit and Appointment stamp has been affixed at page 7,8,11,16,17 and name of signing Officer mentioned at page 8.
4. Cancelled Cheque/Photo copy of Bank Pass Book has been enclosed.
5. Account No, IFSC Code and Name of Bank has been filled correctly at page 11.
6. Latest Monthly Pay Slip duly self attested has been enclosed.
7. Quotation has been enclosed.
8. Driving License has been enclosed. **Learner's/Military Driving License is not acceptable.**
9. Name of applicant and his/her father/husband has been mentioned at page 9.
10. Applicant has signed as Borrower and Mortgagor at page 10, 12, 13 and 14.
11. The particulars of witnesses have been completed at page 10, 13, 16 and 17.
12. Amount column at page 9, 11 and 12 have not been filled by the applicant.
13. **In case of Second Hand Car, it should not be Hypothecated to any other loan agency, and should not be more than six years old.**
14. **In case of Second Hand Car**, Willingness to sell the veh at page 14 has been signed by the person in whose name the veh stands as per the Registration Certificate (RC).
15. For Down Loaded application page 16 and 18 have been printed at separate sheet and one side is blank.
16. The application has been Countersigned by the Commanding Officer (CO)/Officiating Commanding Officer (Col/Lt Col) or Officer Commanding (Lt Col/Maj) in case of Independent self-accounting minor units. Application countersigned at any place by subunit/Sqn/Coy Cdrs is not acceptable.

(Signature of the applicant)

ARMY GROUP INSURANCE FUND
APPLICATION FORM FOR CAR ADVANCE
OFFRs/JCOs

1. Type of Advance Required :-

New Car ☐ #Second Hand Car ☐ Against Maturity ☐
 Frist Time ☐ Second Time ☐

Read the instructions carefully.

2. Personal No Old Army No

3. Rank _____ CDA(O) A/c No _____
 (In case of Offr)

4. Name _____ Unit _____
 (in block capital letters)

5. Fmn _____ Command _____
 (With PIN and APO)

6. Arm/Service _____ Regt/Corps _____

7. Date of Birth

| | | |
|------|--|--|
| Date | | |
|------|--|--|

| | | |
|-------|--|--|
| Month | | |
|-------|--|--|

| | | | |
|------|--|--|--|
| Year | | | |
|------|--|--|--|

8. Date of Commission/Enrolment

| | |
|--|--|
| | |
|--|--|

| | |
|--|--|
| | |
|--|--|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

9. Date of promotion (Sub Maj)

| | |
|--|--|
| | |
|--|--|

| | |
|--|--|
| | |
|--|--|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

10. Type of Commission _____

11. Date of Retirement/Release

| | |
|--|--|
| | |
|--|--|

| | |
|--|--|
| | |
|--|--|

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

 (in the present rank)

12. Permanent Tele No

Aadhar Card No

PAN Card No

E- Mail _____

Permanent Home Address _____

13. Basic Pay ₹ NPA ₹ MSP ₹

DA ₹ Total ₹

14. Advance already taken from any Organisation. If yes, state the following :

(a) Purpose for which advance drawn _____

(b) Amount and date of advance drawn ₹. _____

(c) Advance repaid or being repaid (if so, state EMI) ₹. _____

(d) Last repayment instalment due on _____

15. Vehicle required :(a) _____(b) Make & Model - _____

Affix Passport
size photograph
here, in Uniform
(Size 5x4cm)

(Attested by CO)

16. Anticipated price of the vehicle ₹

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

(As per Quotation or Willingness Certificate in case of 2nd hand Car)

17. Amount of advance required ₹

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

18. (a) Proposed No of instalments

| | |
|--|--|
| | |
|--|--|

(b) Maximum EMI amount the applicant can pay ₹

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

19. Name and address of the Dealer/Owner to be supported with the willingness certificate from the Dealer/Owner as per RC from whom the vehicle is intended to be purchased (**In case of 2nd hand car**).

.....
.....

20. Likely date of availability of vehicle : _____

21. I have read the rules regulating the grant of advance to AGIF members for purchase of four wheeler and agree to abide by the terms and conditions stipulated therein from time to time. I authorise CDA(O/PAO(OR) to recover the loan instalment and interest through IRLA.

22. I undertake to repay EMI by 1st of every month to which it pertains directly to AGIF by means of demand draft in favour of '**CA A/C AGIF**' in the event of my being on deputation to other department subsequent to the drawl of such advance.

23. I state and certify that :

(a) I am not a re-employed Officer.

(b) I have not drawn the advance for the purchase of any vehicle either from AGIF during last 6 years or from the Govt during last 2 years prior to date of application and same loan along with interest has been liquidated before applying for the fresh loan.

(c) I have/have not drawn any loan /advance from the Govt in which DCRG and AGI Benefits are attached/not attached.

(d) The outstanding amount of loan along with interest and my other dues may be recovered from my DCRG, Commuted value of pension, DSOP/AFPP Fund, Encashment of leave, Insurance Disability and Survival Benefit of AGIF.

(e) I shall refund in one lump sum the full advance together with interest outstanding thereon, in case, I wish to sell the vehicle purchased out of AGIF advance prior to its sale.

(f) The vehicle will be kept comprehensively insured from the date of its purchase till the advance together with interest is fully repaid to AGIF. The Insurance incorporating the Hypothecation of the AGIF will be forwarded regularly every year to the AGIF.

(g) The sale proceeds of the vehicle purchased out of the advance taken from AGIF will not be utilised to buy another vehicle.

(h) I will submit attested photocopy of the following documents within 60 days of sanction of loan :-

(i) Delivery Note and Invoice.

(ii) Receipt from Dealer/Owner.

(iii) Cover Note for Insurance of veh

(iv) Registration Certificate with endorsement of Hypothecation in favour of AGIF.

(j) I agree to pay the one time non-refundable insurance premium and abide by its terms and conditions.

(k) I shall refund the advance in one lump-sum together with interest by demand draft drawn in favour of '**CA A/C AGIF**' in the event of my failure to produce the relevant documents of the purchase of vehicle within the stipulated time, failing which I authorise MD, AGIF to effect recovery of the entire outstanding amount together with interest through my IRLA.

(l) I will not use the vehicle for any commercial purpose.

(m) I will hypothecate the vehicle to AGIF immediately on purchase, failing which I am liable to pay 02% penal interest over and above the rate of sanctioned interest on the loan amount from the date of sanction of loan till submission of complete documents.

24. I will intimate AGIF on applying for premature retirement/release from the Army and clear all the outstanding dues of the AGIF before proceeding on premature retirement.

25. If I am dismissed/removed or I resign from service before repayment of loan, together with interest, the OC/CO/Stn Cdr is empowered to impound the vehicle while relieving me from duty/service.

26. In the event of my becoming non-effective before liquidation of the advance with interest, I hereby authorise CDA(O)/PAO(OR) to recover the outstanding advance and interest from my DSOP/AFPP Fund/DCRG/Leave Encashment and remit the same to AGIF.

27. I certify that my total monthly payment liability will not exceed 75 percent of the gross emoluments. I will ensure that adequate balance is maintained in my IRLA for payment of EMI every month.

28. If, at any time, it is found that I have obtained Car Advance from AGIF by misrepresentation, misstatement or fraud or have committed a breach of the terms, conditions/instructions issued from time to time by AGIF, I shall without prejudice, be liable to legal, disciplinary or any other action and will become liable to repay in one lump-sum the entire amount of the advance or the balance of the outstanding loan together with penal interest of two percent higher than the rate of interest at which the loan was sanctioned, to AGIF without any demur.

29. I will ensure that I will maintain adequate credit in my IRLA during the duration of repayment of complete loan instalments. In case of any debit balance resulting in non-remittance of EMI (instalment) by the CDA (O)/PAO(OR) to AGIF, I undertake to pay it directly alongwith penal interest of two percent over and above the rate of interest at which the loan was sanctioned, as levied by the AGIF for the delayed period of instalments.

30. I will intimate change of address to AGIF immediately, failing which AGIF will not be liable/responsible for any loss caused to me. I also understand that AGIF shall send all correspondence, notice, cheques etc at the last intimated address by me.

30. I, solemnly declare that the details/information furnished by me and averments/certifications made herein are true to the best of my knowledge and belief and have not willfully suppressed any material information.

Date:

Signature of the applicant

COUNTERSIGNED

Date:
(Round Stamp)

(Signature of CO)

RECOMMENDATION BY CO

1. I have scrutinised the application of No _____ Rank _____
Name _____ Regt _____ and I have satisfied myself of the correctness of details shown therein.
2. Certified that the amount of loan applied is within the repaying capacity of the applicant. Scrutiny of his service documents/personal file reveals that his capacity to liquidate the loan together with interest could be relied upon.
3. Certified that the possession of Motor Vehicle by the Officer/JCO will be of assistance to carry out his duties.
4. I also certify that :
 - (a) Scrutiny of service documents/personal file reveals that there are no adverse comments or cases pending against the applicant which may truncate his service.
 - (b) The applicant has not applied for premature release from the Army.
 - (c) The applicant has not applied for same loan from Govt/Financial Institution.
 - (d) The applicant will hypothecate and comprehensively insure his vehicle within 60 days of sanction of loan.
5. The Date of Birth, Date of Commission/Enrolment and the Date of Retirement/Release in the present rank/term given in the application are correct as per the Unit Records.
6. The applicant has been advised to ensure adequate balance in his IRLA to ensure monthly deduction of EMI by CDA(O)/PAO(OR).
7. Application is recommended for sanction.

Unit Stamp
Station:

Date:

Signature of CO _____
Designation _____
Name _____
Rank _____

FIELDS MARKED WITH * TO BE FILLED BY AGIF**AGREEMENT**

AN AGREEMENT MADE THIS _____ day of _____ Two thousand _____ between (Name of applicant) _____ son/daughter/wife of _____

(thereinafter the borrower which expression shall include heirs, administrators, executors and legal representatives) of the one part and Army Group Insurance Fund, a society registered under the Societies Registration Act, 1860 having its office at AGI Bhawan, Rao Tula Ram Marg, New Delhi-110057 hereinafter called the Society, which expression shall include its successors in office and assigns of the other part.

WHEREAS the Borrower who is the member of AGIF has agreed under the provisions of the Rules framed by the Society to regulate the grant of advance to AGIF members for purchase of Motor Car (hereinafter referred to as the 'said rules' which expression shall, where the context so admit include any amendments there of or addition thereto for the time being in force) applied to the Society for an advance of *₹_____ (Rupees _____) to the Borrower on the terms and conditions where in after contained.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows :

1. In consideration of the sum of *₹_____ to be paid by the Society after the execution of this agreement for the purchase of conveyance to the Borrower in the manner as provided in the said rules, the Borrower hereby agrees with the Society :

(a) to repay to the Society the said amount with interest calculated according to said rules by monthly deductions from his salary as provided in the said rules and hereby authorising the Society to make such deductions.

(b) to repay the difference to the Society forthwith within one month from the date of payment of the said loan for purchase of a motor vehicle if the actual price is less than the loan paid.

(c) to execute a Mortgage deed hypothecating the said motor vehicle to the Society as security for the amount lent to the borrower as aforesaid and interest in the form provided by the said rules.

2. IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE HAS NOT BEEN PURCHASED and hypothecated as aforesaid within one month from the date of delivery of vehicle for a sum of *₹_____ or if the borrower within that period becomes insolvent or quits the service of the Govt or dies, the whole amount of the loan together with interest accrued thereon shall immediately become due and payable to the Society.

3. Immediately on purchase, veh will be comprehensively insured till loan is repaid in full.

4. In case the vehicle for which loan has been obtained meets with an accident or gets damaged due to unforeseen event and is declare beyond economical repairs or is lost due to theft or fire, the amount claimed from Insurance company will be paid in full towards balance amount of loan to AGIF. For balance loan amount EMI will continue.

5. Sale of vehicle purchased out of advance from AGIF and utilisation of the sale proceeds to buy another vehicle is not permitted.

6. If individual proceeds on deputation, he will have to pay the EMI directly to AGIF by the means of bank draft/pay order in favour of '**CA A/C AGIF**', payable at New Delhi by 1st of each month. Such pers are required to open an account with Syndicate Bank, Extn counter, AGI Bhawan, New Delhi with adequate amount for remittance of EMI for the duration of deputation.

7. The amount of loan shall become recoverable from the borrower in one lump-sum in case the borrower fails to insure comprehensively the vehicle from the date of purchase or commits any breach of terms and conditions governing the rules.

8. The society shall be entitled to recover and /or receive the balance of the said advance with interest remaining unpaid and any other dues at the time of his retirement/dismissal/ premature retirement from service and death preceding retirement or cancellation of the Booking from the whole or any specified part of the gratuity that may be sanctioned to him, Maturity/survival benefit of AGIF, death benefits, DSOP Fund, payable to the beneficiaries, without any demur from any quarter.

IN WITNESS WHEREOF THE BORROWER has hereunto set his hand and Dir Loan AGIF for and on behalf of AGIF has hereunto set his hand on the day, month and year aforementioned.

(Signature of the applicant as Borrower)

1st Witness

2nd Witness

Signature _____

Signature _____

No & Rank _____

No & Rank _____

Name _____

Name _____

Address _____

Address _____

Occupation _____

Occupation _____

FOR AGIF USE ONLY

In the presence of

1st witness _____

2nd witness _____

PDAS _____

ARMY GROUP INSURANCE FUND
CONTINGENT BILL

Details of Expenditure (To be filled by AGIF)

Expenditure incurred on account of
purchase of New/Old Motor Car

₹ _____
(Rupees _____
_____ only)

THE AMOUNT IS TO BE PAID DIRECTLY BY NEFT TO LOANEE.

LOANEE BANKERS DETAILS (To be filled by Loanee)

Full Name of the individual (in block capital letters) : _____

Full Address : _____

A/c No _____ Name of Bank _____

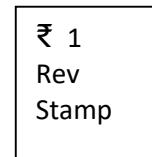
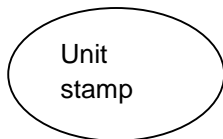
Payable at (Branch and location) _____

IFSC Code _____ MICR Code _____

Please attach cancelled cheque of your individual bank A/C for the refunds if any

COUNTERSIGNED BY CO

Pre-receipted



(Signature of applicant)

FOR AGIF USE ONLY

Scrutinised &
checked by

Recommended
by

Passed for payment
of Rs _____

Sanctioned By

Supdt CA Cell
Date _____

Jt Dir CA
Date _____

Dir Loan
Date _____

PDAS
Date _____

FIELDS MARKED WITH * TO BE FILLED BY AGIF**MORTGAGE BOND****(Form of Mortgage Bond in case of Advance
for purchase of Motor Car)**

THIS INDENTURE made this.....day of Two thousand BETWEEN (hereinafter called the Borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the AGIF(hereinafter called " the Society" which expression shall include its successors and assignees) of the other part. WHEREAS the Borrower has applied for and has been granted an advance of *₹.....(Rupees.....) on the terms & conditions of the rules on Motor Car Advance (hereinafter referred to as ' the said rules' which expression shall include any amendments thereof addition thereto for the time being in force) AND WHEREAS one of the conditions upon which the said advance has been/was granted to the security for the amount lent to the Borrower and WHEREAS the borrower has purchased with or party with the amount so advanced as aforesaid the Motor Vehicle particulars whereof are set out in the schedule here under written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to the SOCIETY the sum of *Rs aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payments of *₹..... each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said rules. AND THE BORROWER doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said rules and in further pursuance of the said agreement the Borrower doth thereby assign and transfer upto the Society the Motor Vehicle the particulars whereof are set out in the schedule hereunto written by way of security for the said advance and the interest thereon as required by the said rule.

AND the borrower doth hereby agree and declare that he has paid in full the purchase price of the said Motor Vehicle and that the same is his absolute property and that he has not pledged and so long as any money remains payable to the Society in respect of said advance will not sell/pledge or part with the property in or possession of the said Motor Vehicle and the vehicle will be kept insured comprehensive till the repayment in full of the advance including interest thereon and that Cover Note will be furnished to the Society on initial Insurance as well as after each renewal of the same within seven days of insurance PROVIDED ALWAYS and it is hereby agreed and declared that if any the said instalment of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in Govt. Service or if the Borrower sell or pledge or part with the property in or possession of the said Motor Vehicle or if the Borrower sell or pledge or part with the property in or forward the Cover Note to the Society within the laid down period or become insolvent or make any composition or arrangement with his creditors or if any personal shall take proceeding in execution or any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable and recoverable in one lumpsum from Maturity/Survival benefit of AGIF, death benefit AGREED and declared that the Society may on the happening of any of the event hereinbefore mentioned seize and take possession of the said Motor Vehicle and either remain in possession thereof without removing the same or else may remove and sell Motor Vehicle either by public auction or private contract and may out of the sale or money retain the balance of the advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges expenses and payments properly incurred or made in maintaining ,defending or realising his rights hereunder and shall pay over the surplus if any, to the Borrowers, his executors, administrators realising his rights or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession of selling of the said Motor Vehicle shall not prejudice the right of the society, to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Vehicle being sold the amount by which the net sale proceeds falls short of the amount owing AND the Borrower hereby further agrees that so long as

Date :

Signature of the Applicant

any money remaining due and owing to the Society, the Borrower will insure and keep insured the said Motor Vehicle against loss or damage by fire, theft or accident with the Nationalised Insurance Company AND the Borrower hereby further agrees that the Borrower will not permit or suffer the said Motor Vehicle to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further and that in the event of any damage or accident happening to the said Motor Vehicle to the Borrower will forthwith have the same repaired and made good.

THE SCHEDULE (To be filled at AGIF on receipt of registration certificate)

Description of Motor Vehicle.....

Maker's Name.....

Description.....

Registration No.

Number of Cylinders.....

Engine Number.....

Chassis Number.....

Cost Price.....

IN WITNESS WHEREOF THE MORTGAGOR ie applicant as hereunto set his hand and Rank.....Namein the office of for and on behalf of the AGIF has hereunto set his hand.

(Signature of the applicant as Mortgagor)

1st Witness of the applicant

Signature _____

No & Rank _____

Name _____

Address _____

Occupation _____

2nd Witness of the applicant

Signature _____

No & Rank _____

Name _____

Address _____

Occupation _____

(This certificate is required for Second Hand Car Advance only when the vehicle is being purchased directly from owner)

WILLINGNESS CERTIFICATE

1. It is certified that I, _____ S/o _____
 resident of, permanent home address _____
 Dist _____ State _____ PIN Code _____ Official address _____
 _____ am willing to sell my vehicle
(Make/Model/Year) _____ Regn No _____ to
 _____ S/O _____ of unit address _____
 _____ for Rs _____ (Rupees
 _____ (in words).

2. It is further certified that the vehicle is free of any encumbrance.

(Signature of owner)

Name _____

Date : _____

Place : _____

(Signature of Borrower)

Name _____

Date : _____

Place : _____

(This agreement is required if 2nd hand car is being purchased from third party)

Affix Special Adhesive stamp. In case of non-availability of adhesive stamp, first page of the agreement of Non Judicial Stamp Paper of Rs 10/- can be purchased from Stamp Vendor in name of owner of the veh. Text may be typed on Non-Judicial Stamp Paper or left blank duly crossed and signed on its right bottom by the owner and buyer/loanee including Non Judicial Stamp Paper.

AGREEMENT OF SALE

This memorandum of agreement is made at _____ on this day _____ of _____ two thousand _____ between Mr/Mrs/M/S _____ (owner of veh as per RC) Address _____.

(Herein after called the "First Party" on the one part and _____ (Herein after called the "Second Party" on the other part).

1. The first party assures and represents that he is the authorised owner of the vehicle Make _____, Model _____ Regn No _____ Chasis No _____ Engine No _____ Year of manufacture _____.

2. The second party now become the authorised legal owner of the above vehicle and has the right to sell, lend, dispose of the said vehicle in the manner they deem fit.

3. Prior to this day if the previous of any law were violated or any accident was made, while driving the vehicle. The first party shall be responsible to suffer the consequences and all expenses thereof without involving the second party in the loss.

4. For the above, the first party holds and keeps the second party indemnified and exonerated from all rights, risks, responsibilities, damages and compensation.

5. This original document shall remain with the second party, sample copy thereof bearing signature of both the parties shall remain with the first party.

6. The vehicle has a valid 3rd Party/Comprehensive insurance the first party agrees that in the event of a claim he/she would have no objection in the insurance company making the payment of the said claims to _____.

7. The first party further agrees that in case the insurance company makes the payment to the first party then he would refund the said amount to the second party.

In witness whereof the parties above named have set their hands here on the day and hereon first above written.

First Party

Signature _____

Name _____

Second Party

Signature _____

Name _____

Witness

1. _____

2. _____

**LETTER OF AUTHORISATION TO CDA (O) TO DEDUCT EMI
OR TO RECOVER OUTSTANDING LOAN FROM THE IRLA**

CDA(O) A/C NO _____
(in case of Officer)

1. I, No _____ Rank _____ Name _____
Regt/Corps _____ Unit _____ hereby Voluntarily
authorise CDA(O), Pune (for Offr) and PAO(OR) _____ (for JCOs/OR) to
deduct EMI on account of Conveyance loan taken from the AGIF from monthly pay and allowances
entitlement and remit the same to AGIF.

2. I, No _____ Rank _____ Name _____
Regt/Corps _____ Unit _____ in the event of my
becoming non effective in Army for any reason, hereby voluntarily authorise CDA(O), Pune (for Offr)
and PAO(OR) _____ (for JCOs/OR) to pay AGIF on my behalf, an amount
equivalent to the Motor Car advance outstanding in my loan account and as intimated by AGIF to
CDA(O)/PAO(OR) out of my DSOP/AFPP Fund account, DCRG, encashment of leave and Balance
in IRLA as and when such DOSP/AFPP Fund account or DCRG/IRLA is finalized or from
Maturity/Survival Benefit of AGIF.

3. I, hereby certify that a fresh certificate will be rendered as and when a change in the particulars
of next of kin takes place.

Signature of spouse/NOK

Signature :.....
Name :.....
Relationship :.....
Date :

Witness 1.

Signature :
No. & Rank :
Name :
Address :
.....

Signature of Applicant

Signature :.....
Date :

Witness 2.

Signature :
No. & Rank :
Name :
Address :
.....

COUNTERSIGNED

Date
(Unit Stamp)

(Signature of CO)

(This Document Is Required To Be Printed On Separate Page : One Side Of Page Should Be Blank)

**LETTER OF AUTHORISATION TO CDA(O) TO DEDUCT EMI
OR TO RECOVER OUTSTANDING LOAN FROM THE IRLA**

CDA(O) A/C NO _____
(in case of Officer)

1. I, No _____ Rank _____ Name _____
Regt/Corps _____ Unit _____ hereby Voluntarily
authorise CDA(O), Pune(for Offr) and PAO(OR) _____ (for JCOs/OR) to
deduct EMI on account of Conveyance loan taken from the AGIF from monthly pay and allowances
entitlement and remit the same to AGIF.

2. I, No _____ Rank _____ Name _____
Regt/Corps _____ Unit _____ in the event of my
becoming non effective in Army for any reason, hereby voluntarily authorise CDA(O), Pune(for Offr)
and PAO(OR) _____ (for JCOs/OR) to pay AGIF on my behalf, an amount
equivalent to the Motor Car advance outstanding in my loan account and as intimated by AGIF to
CDA(O)/PAO(OR) out of my DSOP/AFPP Fund account, DCRG, encashment of leave and Balance
in IRLA as and when such DOSP/AFPP Fund account or DCRG/IRLA is finalized or from
Maturity/Survival Benefit of AGIF.

3. I, hereby certify that a fresh certificate will be rendered as and when a change in the particulars
of next of kin takes place.

Signature of spouse/NOK

Signature :

Name :

Relationship :

Date :

Witness 1.

Signature :

No. & Rank :

Name :

Address :

.....

Signature of Applicant

Signature :

Date :

Witness 2.

Signature :

No. & Rank :

Name :

Address :

.....

COUNTERSIGNED

Date

(Signature of CO)

CONTACT US

| <u>TEL NO</u> | <u>HELP DESK</u> |
|--|---|
| Exchange : 011-26142749 011-26145058 | Supdt : 7290090478 <u>PUBLIC RELATION</u> <u>EXECUTIVE (PRE)</u> 011-26148055 011-26148654 011-26143693 011-26143393 |
| <u>EXTENSION</u> Dir Loan : 506 Jt Dir CA : 517 Supdt CA : 518 (Processing) Supdt CA : 519 (Monitoring) Supdt : 601 (Help Desk) PRE : 610 | |
| Dir Loans : 39274 (ASCON) Jt Dir CA : 011-26140448 | |
| | FAX No : 011-26148471 011-26140343 |

Postal Address :-

**Army Group Insurance Fund
Adjutant General's Branch
Integrated HQ of MoD (Army)
AGI Bhawan,Rao Tula Ram Marg
PO : Vasant Vihar,
Post Bag No-14
New Delhi - 110057**