



## **GENERAL GUIDELINES**

**(For filling of Application and Forms for House Building Advance)**

*Please read this document carefully before filling the Application. In case of any doubt, please contact Help Line Desk at telephone numbers given inside.*

## **RULES GOVERNING HOUSE BUILDING ADVANCE SCHEME**

### **Gen**

1. The rules governing House Building Advance and General Guidelines have been divided into the following:-

- (a) **Part I** : House Building Advance Scheme Information.
- (b) **Part II** : Actions/Tasks before sanction of application.
- (c) **Part III** : Actions/Tasks after sanction of application.
- (d) **Part IV** : Actions/Tasks post disbursement of Instalments.
- (e) **Part V** : General Guidelines for filling of HBA form.

### **PART I : HOUSE BUILDING ADVANCE SCHEME INFORMATION**

2. Government approval for the deduction of Equated Monthly Instalments (EMIs) at source by CDA (O) and Regional PAO (OR)s/PAOs has been issued vide Govt of India, Min of Def letter No 24 (1)/98/D(Pay/Services) dated 18 Jun 98 and CGDA letter No AT/1/14500/PC/AGIF/HBA dated 17 Jul 98. The scheme has been implemented wef 01 Oct 1998.

3. **HBA Scheme**. HBA schemes as undermentioned are presently open to the members of AGIF:-

- (a) Pvt Bldrs (Constr Linked, Outright Purchase).
- (b) Self Construction.
- (c) AWHO/AFNHB/State Govt Housing Board/Society.
- (d) Repair & Renovation/Addition & Alteration.
- (e) Re-Sale.
- (f) Advance against Maturity.

### **4. Loan Transfer**

(a) **Top Up Loans**. In case loanee requires higher amount over & above the loan amount sanctioned from AGIF, they can opt for loan from the following:-

(i) **Parri Passu**. In case of requirement of the loanee for an amount he is ineligible at AGIF, then he can avail part loan from AGIF and balance amount of the loan requirement from a bank/financial institution. In such case he may apply for permission to issue NOC for availing balance loan from bank/financial institution.

(ii) **Second Mortgage**. In case an individual has already drawn a loan from the AGIF (and his recovery intimation memo has been dispatched to the concerned CDA/PAO(OR)) and he is desirous of raising additional loan on the same property, he may apply for permission to AGIF to issue a NOC for raising a second loan from bank/financial institution on second mortgage. However such financial institution should be ready to accept the transfer of original property documents only after the liquidation of AGIF loan with interest.

(iii) **Loan Tfr from AGIF to Pvt Banks.** In case of less residual service/limited No of EMIs prior to superannuation the loanee can opt for transfer of his entire loan amount to a bank/financial institution. In such cases a NOC with outstanding amount payable up to a fixed date will be intimated to the desired bank/financial institution to which the loanee wants to transfer his loan. The legal/property documents will be fwd by regd post/handed over to the representative of the bank/financial institution with a proper authority letter post clearance of the amount due on the loanees behalf to AGIF.

(b) **Loan Tfr from Pvt Banks to AGIF**

(i) In case a loanee has availed a loan from pvt bank/financial institutions and wishes to tfr the loan to AGIF he can do so wef 01 Apr 2017. Details of same is conveyed vide AGIF letter No A/56271/R/AG/Ins (Coord) (i) dated 14 Feb 2017.

(ii) Loan scheme for re-finance of a home loan availed from Bank/HFC exists as one time measure which will be provisionally re-processed prior to final sanction on depositing the application. The loan transfer scheme is restricted to construction/purchase of Dwelling Unit not on account of Repair/Renovation or Addition/Alteration or any other loan. Details of same conveyed vide AGIF letter cited above.

5. **MoU with Punjab National Bank.** AGIF grants the entire loan for a period of upto 20 years (upto a max of 70 years of age) to member having min 2/5 year of residual service. Under the MoU, PNB will take over the bal loan six months before the individual's date of superannuation/retirement or 3 months before leaving the service.

(a) Scheme applies to all members of AGIF for loan against outright purchase of house with minimum residual service of 2 years who have availed/availing housing loan from AGIF and are agreeable for takeover of the balance outstanding of the loan amount by PNB.

(b) Scheme applies to all members of AGIF with minimum residual service of 5 years who have availed/availing housing loan from AGIF and are agreeable for takeover of the balance outstanding of the loan amount by PNB from AGIF.

**PART II : ACTIONS/TASKS BEFORE SANCTION OF APPLICATION**

6. **Application Form.** Printed application form and agreements are available with AGIF on a payment of Rs 300/-. Applications can be downloaded from the **AG's Br site on Army Intranet**, such applications must be submitted along with Demand Draft of Rs 300/- in favour of "**HBA Account AGIF**".

## **Repayment Capacity**

7. The repaying capacity of the applicant member will be computed as under:-
- (a) Total monthly deductions from pay and allowances reckoned for calculating the repaying capacity is as under :-
    - (i) Subscription to DSOP/AFPP Fund.
    - (ii) Subscription to AGIF.
    - (iii) Monthly Income Tax liability (where applicable)
    - (iv) Repayment of instalment of Govt/AGIF loans and also advance from provident/AFPP Fund.
    - (v) Repayment of any other loan from Bank/Financial Institutions/Finance Companies/Private Individual.
  - (b) **Repaying capacity can approximately be calculated as 75% of permanent credits – permanent debits.**
  - (c) Repaying capacity along with the balance of service less six months left till retirement will govern the maximum amount of loan entitled to a member.
8. A MoU has been signed by AGIF with Punjab National Bank to assist the serving soldiers as also soldier retiring with less service to benefit from the new impetus to Housing for all given by PRADHAN MANTRI AWAS YOJNA. The aim of the MoU has been to facilitate loans to all eligible members to take advantage of the interest subvention as also to own a house even late in service life.
9. The salient feature of the proposed scheme which are as also displayed on their website are as under:-
- (a) **Scheme-I : (PRADHAN MANTRI AWAS YOJNA – URBAN)**. All eligible member of AGIF the primary loan will be granted by the Bank and the Top-up loan will be granted by AGIF.
  - (b) **Scheme-II**. The primary loan under the scheme will be granted by AGIF and the Top-up loan/additional loan will be granted by the Bank.
  - (c) **Scheme-III**. All ranks who are left with minimum 2/5 yrs of residual service can avail a house loan repayable over 20 yrs or upto 70 yrs of age with an understanding that balance of the remaining tenure of the loan would be taken over by Bank six months prior to his superannuation/PMR which will be a unique facility being extended to serving soldiers.
10. The repaying capacity of the individual will determine the monthly EMI thereby restricting the loan amount and No of years in which the loan is required to be paid back in full with interest, six months prior to retirement/superannuation in the present rank.

## **Amount of Loan**

11. The maximum amount of loan permissible to an eligible member will depend on his/her repaying capacity, but will not exceed Rs 80 lac or 85 percent of the actual cost, whichever is less, excluding the HBA given by AGPS-3(C), AG's Branch, Army Headquarters, New Delhi.

12. The amount qualified for HBA will only include basic cost price of the dwelling unit and one car parking. No other charges shall be included for the grant of HBA.

13. **Rate of Interest.** Interest will be charged for officers at a fixed rate at 8.15 percent and for JCOs/OR at 7.15 percent on monthly rest. However, rate of interest for Repair & Renovation loan will be charged at 8.40 percent for officers and 8.15 for JCOs/OR respectively. Rate of interest is subject to revision from time to time by Board of Governors.

14. **Sanctioning Authority.** The Managing Director, AGIF is the competent authority to sanction the loan. His decision shall be final. Sanction will be accorded subject to the fulfilling of conditions as laid down.

### **Documents**

15. The original copies of all the legal documents are required to be in the custody of the AGIF. It is therefore, suggested that applicant should always keep true copy/photocopy of all such documents for personal reference/record as the original copies of all legal and property documents will be remain in custody of AGIF during the period of loan. Under no circumstances, the documents held in custody by AGIF would be made available till the entire loan together with the interest is repaid by the applicant.

### **PART III : ACTIONS/TASKS AFTER SANCTION OF APPLICATION**

16. After the HBA application is accepted and sanctioned, payments of instalments will be done by AGIF.

17. **Disbursement Schedule.** The disbursement of the installments will be subject to:-

- (a) Submission of correct and complete documents.
- (b) Rectification of observations raised by AGIF, if any.
- (c) Receipt of documents minimum two weeks prior to the date of next disbursement.

18. **Release of Instalments.** The sanctioned loan will be released in a maximum of 03 to 05 instalments. **However, last instalment with exact amount will be given by the AGIF only.**

(a) **Self Constructions (Maximum Three Instalments)**

(i) **1<sup>st</sup> Instalment.** Two-three photographs duly authenticated by a Registered Architect on digital photo paper only. Photos should be taken from a distance of 30-40 meters with a digital camera showing fixed reference point. 40% of the sanctioned amount of the loan will be release on plinth level construction.

(ii) **2<sup>nd</sup> Instalment.** 40% of the sanctioned amount of the loan will be released on construction up to roof level and roof laid. Two-Three photographs including the same ref points are required in the manner as stated above.

(iii) **3<sup>rd</sup> Instalment.** 20% of the sanctioned amount of the loan will be released on construction work completed up to outer plaster/complete wood work of the house. Two-Three photographs including the same ref points are required in the manner as stated above.

(b) **Builder/Society/ Housing Board (Maximum Five Instalments).**

Sanctioned loan amount will be released to loanee in the following manner:-

- |       |                            |   |   |
|-------|----------------------------|---|---|
| (i)   | 1 <sup>st</sup> Instalment | - | Plinth level/foundation of project/tower.                 |
| (ii)  | 2 <sup>nd</sup> Instalment | - | 1/3 construction of project/tower.                        |
| (iii) | 3 <sup>rd</sup> Instalment | - | 2/3 construction of project/tower.                        |
| (iv)  | 4 <sup>th</sup> Instalment | - | Complete structure with external and internal plastering. |
| (v)   | 5 <sup>th</sup> Instalment | - | On offer of possession letter.                            |

(c) **AWHO/ AFNHB/ Board. (Maximum Five Instalments).** Sanctioned loan will be given to the loanee based on demand letter/payment schedule of the agencies.

(d) **Constructed/Semi Constructed House**

- (i) In case of fully constructed house the loan amount will be treated as one installment and EMI will commence in due course of time.
- (ii) In case of semi constructed house the case will be treated as self-construction and other conditions will remain unchanged.

(e) Release of initial instalment will be subject to fwd of two-three Digital photographs duly authenticated by a Registered Architect. Photos should be taken from a distance of 30-40 meters showing fixed reference point which can be established in the subsequent photos showing progress of construction and required for release of next instalment.

(f) Release of subsequent instalments will be subject to submission of the u/m:-

- (i) Promissory Note of the previous instalment.
- (ii) Builder receipt in original of payment by loanee. (Not in case of Self Construction)
- (iii) Photographs duly self-authenticated by a Registered Architect showing due progress of construction from a camera with Reference Points given earlier.

## **PART IV : ACTIONS/TASKS POST DISBURSEMENT OF INSTALMENTS**

### **Additional Insurance of Loanee under Loan Linked Insurance Scheme of HBA**

19. **All loanees will be compulsorily insured for the loan sanctioned.** The payment for the same will be made through a DD/multicity cheques in favour of HBA Account, AGIF payable at New Delhi along with the documents being submitted for the First Installment only, failing which it will be deducted from the first installment. Under this loan linked insurance scheme there is no survival/maturity benefit **as intimated vide AGIF letter No A/56271/101/HBA/Ins (Coord) dt 24 May 99. However, full loan will only be insured once the last instalment of loan is paid and onetime non-refundable insurance premium has been paid/deducted at source.**

### **Recovery of Loan**

20. The principal and interest thereon would be recovered monthly from the members IRLA in a maximum of 240 Equated Monthly Instalments (EMIs), **six months prior** to the anticipated date of retirement in the present rank.

21. When the loan is disbursed in one installment, the recovery of EMI would commence from the date notified at the time of disbursement. If the loan is disbursed in more than one instalments than the EMI will commence on the following options:-

(a) **Option I : EMI on Full Amount.** Commence recovery of full EMI immediately on disbursement of first instalment. The EMI in this option is paid as per the sanctioned amount and not the disbursed amount.

(b) **Option II : EMI Based on Instalment.** EMI will commence considering only the first instalment as principal and EMI amount would progressively increase as the principal considered increases with the disbursal of each instalment to the loanee.

22. Option-I will be set as the default option for recovery of loans. Option-II will be exercised in exceptional cases only where financial position of a loanee doesn't allow implementation of option-I.

### **Payment of EMI**

23. The loanee must ensure this by maintaining adequate balance in his/her IRLA. In addition, if on receipt of the statement of account it is observed that the EMI has not been deducted, the loanee must remit the same through a bank draft directly to AGI. If the same is not received by the 30/31th of the ensuing month will be liable to pay interest for the period of default on the lapsed EMI due for the period of non-receipt of the EMI.

24. When CDA(O)/PAO (OR) is not the paying authority. ***In case a borrower proceeds on foreign assignment or on deputation,*** till such duration he/she will be required to pay his/her EMI through cheques.

25. **Under no circumstances will the house/flat be transferred or sold before the House Building Advance and interest has been fully repaid to AGIF.**

### **Default in Payment**

26. At par cheques shall be accepted for discontinued EMI and MTF payment.

27. **No notice or intimation shall be given to the loanee regarding his obligation to pay by due date. It shall be entirely his/her responsibility to maintain sufficient balance in the IRLA to ensure prompt and regular payments including interest and all other amounts payable by the borrower to AGIF on the dates and in manner herein provided.**

28. The AGIF will NOT entertain any correspondence regarding justification of non-payment of EMI. The debit balance as shown by the CDA (O)/PAO (OR) will be treated as final and interest for the period of default will be charged for non-receipt.

### **Part Payment of House Building Advance**

29. A minimum of 20 percent or more of the balance principal loan amount may be paid as a part payment and this facility will not be entertained for more than two times during the entire tenure of loan. **The amount of EMI amount will remain same only the Number of EMIs will be reduced.**

### **Mid Term Finalisation**

30. For midterm finalization, a loanee is required to clear his complete outstanding dues in lump sum. In the event of midterm finalization, the HBA linked insurance also stands terminated and no refund is made for the balance period.

### **Premature Retirement**

31. **In case a premature retirement has been asked by a loanee, the outstanding loan amount should be paid to AGIF in full along with interest thereon.** In case of premature retirement, all personnel will be required to submit the undermentioned certificate duly countersigned by the CO/Formation Commander/Head of the Department along with the application for premature retirement and a copy of the same will be endorsed to the AGIF. A copy of the same will also be endorsed to the CDA(O) & MS Branch in case of Officers and to the concerned PAO (OR) and Records Office in case of JCOs/OR.

#### **CERTIFICATE**

1. Certified that I, No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ have taken/not taken House Building Loan from AGIF for an amount of Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_) and have duly paid back the loan with interest thereon.

2. Certified that I have taken House Building Loan from AGIF for an amount of Rs \_\_\_\_\_/- on \_\_\_\_\_ and (Number of monthly instalments) each of Rs \_\_\_\_\_/- (EMI) are outstanding against me on account of the said loan and interest thereon. I, No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ hereby undertake to clear the balance amount before I proceed on premature retirement. In case I fail to do so, the entire balance amount along with interest for the period of default at the rate of 02 percent higher than prevailing interest rate be recovered from the dues payable to me by AGIF and from the DCRG, encashment of leave, balance in IRLA (after adjusting any Government dues).

Station : Signature \_\_\_\_\_

Date : No \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_



32. **Payment through NEFT.** The procedure for Inward NEFT for payments to AGIF on account of discontinued EMIs, Mid Term Finalisation of loans or return of unutilized money is as under :-

(a) **STEP-I : Tfr of Money & Receiving UTR No.** Transfer the amount to AGIF HBA Loan Account at Syndicate Bank, AGI Bhawan New Delhi and receive the UTR No from the bank. Details of bank account for NEFT payment to AGIF is as under :-

- |       |                                |                         |
|-------|--------------------------------|-------------------------|
| (i)   | <b><u>Name of Account.</u></b> | <b>HBA ACCOUNT AGIF</b> |
| (ii)  | <b><u>Account No</u></b>       | <b>90722010004836</b>   |
| (iii) | <b><u>IFSC Code</u></b>        | <b>SYNB0007072</b>      |

(b) **STEP-II : Intimation of UTR No to AGIF.** Once the NEFT is affected, the loanee would contact AGIF imdt via a tele call to intimate the PRE (Public Relationship Executive) on **011-26148055** and **011-26148654** on any working day (Monday to Friday) between 0900h to 1300h and 1400h to 1600h. Following info will be provided :-

- (i) Folio No & type of loan
- (ii) Amount tfr.
- (iii) UTR No.

(c) **STEP-III : Confirmatory SMS.** Once the details are updated in the loanee's account, a confirmatory SMS will be sent to registered mobile No of the individual within 48 hrs. In case confirmatory SMS is not received, the onus lies with loanee to contact AGIF.

33. In the event of invalidment/release /dismissal of the member before liquidation of the principal amount of the loan and interest in full the outstanding amount would be recoverable from the benefits that may become payable from the AGIF viz. Disability/Maturity/death benefits etc and balance from dues of DCRG, encashment of leave and IRLA balance (after adjustment of Govt dues, if any).

### **Liability to Refund in Lump Sum**

34. If, at any time it is found that the member has obtained a loan from the AGIF by misrepresentation, misstatement or fraud or if he commits any breach of terms and conditions of the lease/sub lease rules/instructions issued from time to time or he/her fails to submit the requisite documents, he/she will without prejudice to any other disciplinary action against him/her, become liable to repay in one lump sum the entire amount of the loan or the outstanding loan with interest to **HBA Account, AGIF** without any demur. Failure to do so will attract interest for the period of default as mentioned in the brochure.

### **Execution of Mortgage Deed**

35. Members granted loan from AGIF would be required to create a first charge on the property by deposition of title deed and schedule of property in original with the AGIF or in such other form or manner as required by AGIF at its sole discretion.

36. The members who have availed the Govt HBA should apply to the Government through proper channel for creation of second charge (equitable mortgage) of the property in favour of AGIF while applying for a housing loan. The second charge (equitable mortgage) can be created only in respect of the loan to be granted by AGIF towards meeting the balance cost of house/flat.

37. **Custody of Documents in case of Loan Transfer from Bank/HFC.** After the sanction of advance to the applicant and the transfer of amount by NEFT to the HFC/Banking institutions. Original title deed of the property would be required to be deposited with AGIF by HFC/Banks within 7 days of disbursement of loan in NCR and within 15 days out side, NCR. The responsibility of the same rest with the member taking the loan. The member will be accountable for necessary follow up wrt handing over of documents to AGIF, failing which a interest for the period of default on the loan amount will be levied as per norms.

### **Interpretation of Rules**

38. If any dispute or difference of opinion arises regarding interpretation of the wordings of these rules or agreements, made there under or any decisions taken or proposed to be taken in accordance with these rules or agreements the Loans Committee, AGIF shall take a decision and such decision shall be final and binding on the members without any demur.

### **Jurisdiction of Courts**

39. In the event of any dispute arising with regard to the rules, agreements and deeds executed thereunder, the same shall be subject to the jurisdiction of **Delhi Courts only**.

### **Cost and Expenses**

40. The borrower will undertake to pay forthwith on demand to AGIF all cost and expenses (including legal costs between legal counsel and clients on full indemnity basis) incurred and/or be incurred by AGIF for investigation of title to any property offered as security and for the preparation, execution, preservation, performance, enforcement and realisation of the agreement, security documents and other instruments creating and/or evidencing the creation of any security for AGIF loan.

### **Re-conveyance (To be cleared first)**

41. Re- conveyance to Legal Heir. In case of the unfortunate demise of the borrower the re-conveyance may be made to the legal heir after recovery of the loan and interest. If there are more than one legal heir, the re-conveyance can be done in favour of one of them after obtaining a 'No objection' affidavit duly attested by a Magistrate 1st Class or Notarised by a Public Notary from the others.

42. After the loan together with interest has been repaid in full, the property mortgaged to the AGIF will be reconvened to the member/AG(PS)-3 as the case may be.

43. The original sale deed and other documents deposited by the member shall also be returned to him on condition of loan repayment. A receipt thereof shall be taken from the member and kept on record along with a copy of the re-conveyance deed.

### **Additional Legal Documents**

44. In addition of loan documents specified in HBA application cum brochure, any other documents required by the Legal Advisor, AGIF for a particular case must be provided by the loanee for considering his loan sanction by the Loan Committee, AGIF.

45. **Insurance of Property.** Immediately on completion of construction/purchase of the house/ flat, the member shall insure the house/flat at his own cost against damage by fire, flood, earthquake, lightning and rioting for not less than the loan amount taken from AGIF. The insurance cover note is to be forwarded to the AGIF regularly, every year unless the first mortgage is the President of India. In such cases photocopy of the insurance cover note will be forwarded.

46. **Maintenance.** The house/flat must be maintained in a good condition by the member. He/She shall keep it free from all encumbrances. All municipal and other local taxes/charges shall be paid by the member regularly. A certificate to this effect shall be furnished by the member annually to the AGIF.

47. **Promotion of JCOs/OR to Offrs Rank.** In case a loanee/member is promoted from JCOs/OR to Offrs rank the following procedure will be adopted for his loan:-

(a) **In Processing Stage.** On promotion of a JCOs/OR to Offr rank, the instalments already disbursed to the JCOs/OR will be at the rate applicable to JCOs/OR. Post commissioning / the date from which the indl becomes a commissioned Offr, the installments disbursed thereafter will be at rate applicable to Offrs **and the recovery (EMI) of the entire loan will be charged at the rate applicable to Offrs.**

(b) **At Monitoring Stage.** In case a JCOs/OR who is promoted to the rank of Offr and is already paying EMI for a loan undertaken / received by him, the EMI's on outstanding amount from date of promotion to Offr rank will be recovered at the fixed rate of interest at the time of sanctioning of the loan and further recovery will be started from CDA (O) with no change in amount.

48. **Review of Scheme.** Based on the experience gained over the years efforts will be made to stream line the scheme and procedure. The Board of Governors, AGIF reserves the right to review/modify the scheme from time to time as considered necessary.

49. **Conclusion.** The HBA scheme is open to the members of AGIF with a view to assist members to acquire a dwelling unit while in service at most comparative terms. In order to enable AGIF to give this benefit to maximum members, requisite co-operation from all members with regards to the execution of documents and prompt payments are absolutely essential. It will be in the long term interest of the member, his Next of KIN and AGIF that all documents submitted are completed in all respects. Keeping this in view, the recommending authorities are requested that cases are scrutinized on merit, based on the known personal financial management record of the individual before the application are submitted to AGIF.

## **PART V : GENERAL GUIDELINES FOR FILLING OF FORMS**

50. Before filling up the application for loan please check your eligibility for the same as per rules. Application form may be purchased from AGIF/AWHO extns or may be downloaded from the Army Intranet.

51. All columns and options mentioned in the application as applicable are to be filled in/scored out. Date of retirement in the present rank only should be mentioned.

52. Only the requisition on prescribed printed Application Form contained in the booklet/ downloaded from Army Intranet would be entertained for HBA loan by AGIF.

53. Completed application with the requisite documents is to be sent by registered post to the address given below:-

**HBA Cell, AGIF, Adjutant General's Branch, Integrated HQ of MoD (Army), AGI Bhawan Rao Tula Ram Marg, Post Bag No -14, PO-Vasant Vihar, New Delhi-110057.**

54. In case of DSC and Regular APS personnel, application should be routed through the following channel:-

**Unit —► Record Office —► Directorate at Army HQ —► AGIF**

55. **No request for relaxation of rules pertaining to production of documents will be entertained.**

56. **Application with incomplete details or inadequate supporting documents will be returned unactioned.**

57. All property documents which are in regional languages and are not in English/Hindi must be translated in English/Hindi and duly attested by Notary.

58. **All attestation of property documents is to be done through Notary only.**

#### **Instruction For Typing On Non-Judicial Stamp Paper**

59. The legal documents like HBA/ AGIF/ 04, 05, 06, 12, 14, 15 and 18 as required are acceptable on format of agreements as attached with HBA brochure duly filled up with details of loan duly affixed with special adhesive stamp on first page of each agreement as mentioned against each. In case the adhesive stamps are not available, the first page of the agreements on non-judicial stamp papers/ e-stamp paper can be purchased from the stamp vendor of the same value:-

- (a) HBA/AGIF/04 (**Declaration**) or HBA/AGIF/05 should be purchased from stamp vendor in the name of loanee for an amount of Rs. 10/-.
- (b) HBA/AGIF/06 (**Special Power of Attorney**) should be purchased from stamp vendor in the name of Executant for an amount of Rs. 20/-(if required),
- (c) HBA/AGIF/12 (**Personal Bond along with Surety**) for Rs 100/-purchased with name of surety. Date of birth of surety must be filled up to ascertain the eligibility for stand of surety
- (d) HBA/AGIF/14 (**Form of Agreement**) should be purchased from stamp vendor in the name of Loanee for an amount of Rs. 100/-
- (e) HBA/AGIF/15 (**Tripartite Agreement**) should be purchase from stamp vendor in the name of Loanee for an amount of Rs 100/-.
- (f) HBA/AGIF/18 (**Agreement of Sale**) should be purchased from stamp vendor in the name of Loanee for an amount of Rs. 100/-.
- (g) Agreement of Sale Deed for value of construction/ purchase of DU should be purchased from stamp vendor in the name of loanee for an amount of Rs 100/-.

60. **The prescribed text should not be altered except deletions/striking off wherever not applicable as indicated.**

61. A clear margin of 3 cms is to be kept on left hand side, top and bottom of the paper.

62. Scoring out/over typing/use of whitener should be avoided. If such things do occur, same should be attested by the applicant/executant on the left hand margin, except on non-judicial Stamp paper/legal document which has to be attested by a Notary/Sub Registrar only.

63. **The text is to be typed only on the front side of the agreements pages including stamp paper. In case the text found typed on the back side will NOT be accepted/rejected.**

64. Wherever "**SCHEDULE OF PROPERTY**" is referred to in Mortgage Deed, Personal Bond etc, such Schedule is to be described at the appropriate place by giving details as described in the original sale/title deed of the property.

65. The text with reference to signature of witnesses should appear on the same page where the signatories to the deed (Applicant and Sanctioning authority) are required to sign.

66. The date column is to be left blank for filling at AGIF.

67. Any other column where doubt exists, may be left blank for filling up at AGIF after consultation.

68. Every page of Non-Judicial Stamp Paper should be signed by the surety/executant /builder as applicable.

69. Where more than one copy is required to be submitted, extra copies can also to be typed on good quality paper or Bond paper. Xerox/attested copies shall not be accepted.

70. No change should be made in the forms provided in the Booklet.

#### **CHECK SHEET FOR SCRUTINY BY CO/FMN CDR/HEAD OF DEPTT**

71. **General**

(a) The application is completed in all respects and all details mentioned therein are correct.

(b) The applicant has more than two years physical/ commissioned service, is not involved in any disciplinary case and has not applied for premature retirement.

(c) All documents as enumerated in the booklet are attached and are in order.

(d) The applicant should be in a position to pay the **balance cost including the anticipated escalation, if any, from his own resources.**

(e) The applicant must be advised to ensure adequate credit balance at all times in his/her IRLA for deduction of the EMI without any default.

72. The scrutiny of application and recommendations thereon by the countersigning authority are not binding on AGIF. **This office retains the right to reject the application or modify loan amount under the frame work of the existing rules.**

## CONTACT US

### Help Desk

011 - 26148055

011 - 26143393

011 - 26143693

**Mob No- 7290090478**

### Jt Dir Extension Nos

Dir Loans - 506, 39274 (ASCON)

Jt Dir HBA - 507

Jt Dir HBA – 516 (011-26148944)

Jt Dir HBA – 611

**Fax - 011-26148471**

### Postal Address:-

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