

EXTN:

CELL No:

FORM - II

APPLICATION FORM PRESCRIBED UNDER THE REGULATIONS FOR GRANT OF LOANS TO THE APTRANSCO EMPLOYEES FOR CARRYING OUT REPAIRS, EXTENSIONS, ENLARGEMENTS OR IMPROVEMENTS TO HOUSE OWNED BY THEM.

1. a) Name (in Block Letters) :
b) Designation :
c) Emp.I.D.No. :
d) Scale of pay :
f) Present pay (including dearness pay if any) :
2. a) Office in which employed :
b) Place of duty :
3. Please State:
a) Date of Appointment :
b) Whether you are a confirmed :
approved probationer
APTRANSCO employee.
c) Date of birth and age on next, :
birthday.
d) Date on which you will attain :
the age of 58 years.
e) Is your Wife/Husband a :
TRANSCO employee. If so, give
her/his name, designation etc.
f) Whether any kind of H.B.A
sanctioned earlier. If so,
Indicate the B.P.No. Date and
Mortgage particulars.
4. Do you require the loan for enlarging
or repairing living accommodation in
an existing house. If so, please state:-

No. of rooms in the house (including Lavatory, Bathroom and	Total Floor area of rooms (in Sq.Mtrs/Feets)	If an additional storey is proposed to be added is the foundation	No. of Rooms	Floor (in Sq. Mtrs/Feets)	Area and estimated cost.	Amount of Loan desired Rs.	No. of years in which the loan with interest is proposed to be

NOTE: Plans of the House should accompany the application.

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5. a) Is your title to 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 therefor indicating what other documentary proof if any, can you furnish in support of your claim?
6. In case you happen to retire from service within 30 months 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 Board shall be entitled to recover the balance of the said loan with interest remaining unpaid at the time of your retirement or death preceeding retirement, from the whole or any specified part of the gratuity that may be sanctioned to you?

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 and belief.

2. I have read the APTRANSCO Regulations for grant of loans for acquisition of house by Board employees and agree to abide by the terms and conditions stipulated therein.

3. I certify that:

- i) My Wife/Husband is not a TRANSCO employee, My Wife/Husband who is a TRANSCO employee, has not applied for and /or obtained a loan under these Regulations.
- ii) Neither I nor my Wife/Husband has applied for and/or Obtained advance or loan from any other source for the acquisition of a house.

STATE:

SIGNATURE OF THE APPLICANT

DATE :

DESIGNATION

(7) **Approximate price expected to be paid :**

(8) **Amount of loan required :**

(9) **No. of years in which the loan with interest is proposed to be paid.**

(i) Have you satisfied yourself that the transaction would result in your acquiring an undisputable title to the house. :

Required Enclosures :

(1) A Plan of house :

(2) A Non-encumbrance certificate from the concerned Sub-Registrar. :

(3) A letter of consent from the owner of the house. :

(i) (a) Is your title to land/house undisputed and free from encumbrance. :

(b) Can you produce, if required original documents (Sale Deed) in support of your title Rs. If not, state reasons therefore indicating what other documents any proof, if any, can you furnish in support of your claim. :

10. **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 Board shall be entitled to recover the balance of the said loan with interest remaining unpaid at the time of your retirement of from the whole or any specified part of the gratuity that may be sanctioned to you. :**

11. **Is Regulation-2 applicable to your case ?
If so, state.**

i) The Name, Designation, Scale of pay/office etc., of the confirmed Board employee who is willing to stand surety for you. :

ii) The date on which the proposed surety is due to attaining the age of 58 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 and belief.

2. I have read the Regulations for the grant of loans for acquisition of house by Board's employee and agree to abide by the terms and conditions stipulated therein.

3. I Certify that *

- i) My Wife/Husband is not a APTRANSCO employee Wife/Husband who is a Board employee, has not applied for 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 source for the acquisition of a house.

Station:
Date :

Signature of the applicant
Designation.
Office of

(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:
(With Office Seal)