

AFGIS – CONVEYANCE LOAN APPLICATION FORM
FOR YOUR INFORMATION

1. Loan not admissible for
 - (a) Repayment of loan availed for vehicle purchased earlier .
 - (b) Personnel serving in places where full fledged field service concession are admissible.
 - (c) Re-employed persons.
 - (d) Airmen and NCs(E) who have rendered less than 2 years reckonable service and officers whose commission is not confirmed (six months).
 - (e) Purchase of second hand two wheeler .
 - (f) When conveyance advance is outstanding from Govt.
 - (g) Non-member of latest scheme of AFGIS.
 - (h) Airmen with less than 5 years service who have availed any other loan from AFGIS.
 - (j) Whose Discharge order/Retirement order is issued.
 2. Loan against 50% DCRG 100% of survival benefit and leave encashment can be considered to those applicants who have less than 5 years to retire provided such benefits are not already attached for advance/loan for any other purpose. No. of Instalment can be, left out service as per present engagement plus 10yrs after retirement limited to Maximum number instalment as applicable for the particular vehicle as per AFGIS rules.
 3. Those repaying AFGIS conveyance loan, desirous of disposing off existing vehicle for buying new/another vehicle may apply for enhancement of loan.
 4. Presently interest charged is @10% pa on monthly resting basis which is floating rate. Repaying capacity will be deductions on all account from the pay and allowances of the member including the EMI for the loan sanctioned is not to exceed 80% of the emoluments.
 5. Once the loan is sanctioned no changes in r/o name of the dealer, amount of loan, bank details or number of instalments will be entertained under any circumstances.
 6. Voluntary partial / lump sum refund of loan o/s at any given time is permissible but not more than once. Full refund can be made before 20th of a month for the principal balance rounded off to next rupee.
 7. Following documents duly attested are to be submitted to AFGIS by the borrower within two months from the date of issue of cheque :-
 - (a) Cash receipt (b) Delivery Note
 - (c) Xerox copy of registration book indicating Make, model, Engine and Chassis number
- Note : Non submission of above documents will attract the enhance rate of interest @2% over and above existing rate of interest.
8. A member who purchase a conveyance out of loan from AFGIS is not permitted to sell it before liquidating the loan.
 9. Violation of any of the prescribed terms and conditions will render the borrower liable for refund of o/s loan with interest in one lump sum.
 10. Cheque for the loan amount made in **favour of the authorised dealer/CSD for four wheeler and in favour of applicant for two wheeler and second hand car**. The same will be despatched to the applicant's unit address only.
 11. EMI through IRLA of the individual will commence from pay of the following month in which cheque is issued alongwith fractional interest from the date of issue of cheque to end of that month .
 12. One time non refundable loan insurance contribution will be charged from IRLA. In case of cancellation of oan, the processing fees, loan insurance contribution and fractional interest for period from the date of issue of cheque till the date of receipt of the cheque by the society will be charged.
 13. Members with two or more discipline entries (Red/ Black) and if eight years have not lapsed from last entry, will not be eligible for loan from the Society. This will not include entries incurred during abinitio training.
 14. The processing fee for Rs.500/- for four wheeler and Rs.200/- for two wheeler (non- refundable) will be deducted from the amount sanctioned.
 15. Loan request in respect of those who have availed Final Withdrawal will be considered on merit and the amount accordingly will get restricted.

INSTRUCTIONS FOR FILLING UP

1. The application form is to be filled in single copy after ensuring eligibility of loan as per rule.
2. Cross out words which are not applicable. No column is to be left blank. Incomplete application will be rejected in toto.
3. The application is required to be countersigned by AOC/Stn Cdr. In respect of Officer/Airmen posted to Air HQ, the application is required to be countersigned by their respective Principal Director.
4. No sheet of application form is to be detached.
5. Agreement Form attached with the application may also be filled duly signed by the applicant at the bottom of the page and witnessed by two persons.
6. Date and amount is not be written in Agreement Form and Contingent Bill. (based on repaying capacity, the amount approved will be filled by AFGIS).
7. **Following documents are to be submitted :-**
 - (a) Latest Payslip in original (F-1517 for Officers/F-1523 for Airmen & NCs(E).)
 - (b) Proforma Invoice (In respect of two wheeler and new car proforma invoice form from dealer/CSD. For purchase of second hand car, Copy of RC Book and willingness certificate from seller. Vehicle which being purchased should not be on lease/ hire purchase)
8. Applicant is to clearly state on the contingent bill as to in whose favour (dealer's A/c Fund etc) cheque is required. Name of the CSD/Firm/Dealer in whose favour the cheque is to be issued, (other than CSD/Govt Department include their bank account No and Bank Address). Once cheque is issued by AFGIS the same will not be changed later.
9. **Application should be forwarded to AFGIS under a covering letter from the applicant's unit only.**
10. **Indicate the address to which the cheque is to be sent by post clearly in the application.**

EMI CHART FOR MOTOR CONVEYANCE ADVANCE @10%														
ON MONTHLY REDUCING BALANCE														
Yrs	30000	45000	100000	1.50lac	1.80lac	2 lac	2.20lac	2.40lac	2.60lac	3 lac	4 lac	5 lac	6 lac	7 lac
1	2638	3957	8792	13188	15825	17584	19342	21100	22859	26375	35167	43958	52750	61542
2	1385	2077	4615	6922	8307	9229	10152	11075	11998	13844	18458	23073	27687	32302
3	969	1453	3227	4841	5809	6454	7099	7745	8390	9681	12907	16134	19361	22588
4	761	1142	2537	3805	4566	5073	5580	6088	6595	7609	10146	12682	15218	17754
5	638	957	2125	3188	3825	4250	4675	5100	5525	6375	8499	10624	12749	14873
6	556	834	1853	2779	3335	3706	4076	4447	4817	5558	7411	9263	11116	12969
7	499	748	1661	2491	2989	3321	3653	3985	4317	4981	6641	8301	9961	11621
8	456	683	1518	2277	2732	3035	3339	3642	3946	4553	6070	7588	9105	10622
9	423	634	1408	2112	2535	2816	3098	3379	3661	4224	5632	7040	8448	9856
10	397	595	1322	1983	2379	2644	2908	3172	3436	3965	5287	6608	7930	9251
11	376	564	1252	1878	2254	2504	2755	3005	3256	3756	5008	6260	7512	8764
12	359	538	1196	1793	2152	2391	2630	2869	3108	3586	4781	5976	7171	8366
13	345	517	1148	1722	2067	2296	2526	2755	2985	3444	4592	5740	6888	8035
14	333	499	1109	1663	1995	2217	2439	2660	2882	3325	4433	5542	6650	7758
15	323	484	1075	1612	1935	2150	2365	2580	2794	3224	4299	5374	6448	7523

AIR FORCE GROUP INSURANCE SOCIETY
APPLICATION FORM FOR CONVEYANCE LOAN

MCL/AFGIS/1

1. Service No. Check Suffix Rank.....
 Name.....
 Branch/TradeUnit.....Accounting Unit.....
2. Telephone No. (R) (M) (O)
 E-mail ID
3. Date of Enrolment (For Airmen/NCs(E)) DD MM Year
4. Type of Commission (For Officers only)
5. Date of Retirement / Release (in present Rank) DD MM Year
6. Gross Emoluments Rs. Gross Deduction Rs.
 (Latest Pay Slip F-1517 / F-1523 in Original attached)
7. Type of Loan : Fresh / Enhance
8. Details of advances drawn from the Govt/AFGIS :
 (a) Purpose for which drawn: CAR/TWO Wheeler/House Building/ Computer Loan
 (b) From Whom drawn : Govt/AFGIS
 (c) DCRG/SB attached : Yes /No
 (d) Date advance drawn :Date Liquidated.....
9. Vehicle required : New Motor Car / Second Hand Car/ Two Wheeler
10. Anticipated price of Vehicle Rs.
 (Demand letter / Proforma Invoice from Dealer / CSD attached)
11. Amount of loan required Rs.

Maximum Loan permissible (Officers)	: New Car : Rs.7 Lakhs, Second Hand Car Rs.5 Lakhs
Airmen (Sgt & above with pensionable service)	: New Car : Rs.3 Lakhs, Second Hand Car Rs.2 Lakhs
Officers, Airmen & NCs(E)	: Two Wheeler : Rs.45,000/-
NCs(E) rendered less than 10 years of service	: Two Wheeler : Rs.30,000/-
12. No. of instalments (For repayment)
 (Maximum: instalment : New Car -180, Second Hand Car – 96, Two Wheeler – 84)
13. A one time non refundable contribution towards Conveyance Loan Insurance will be deducted from IRLA alongwith EMI. (For details see page 9). Scheme is compulsory to all members availing conveyance loan on or after 01 Oct 09.
14. Cheque issued in favour of Dealer/CSD/Firm (New Car) Self (Second Hand Car / Two Wheeler)
 Dealer/Firm/CSD Name..... Name.....
 Account No..... Account No.....
 Bank Name..... Bank Name.....
 Branch..... Branch.....
 Address..... Address.....
15. Applicant's complete mailing address (Unit Only)

Date

(Signature of Applicant)

AGREEMENT

AN AGREEMENT MADE THIS..... dayof.....Two thousand betweenSon/daughter / wife of (hereinafter called the borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and Air Force Group Insurance Society, a society registered under the Societies Registration Act, 1860 having its office at Subroto Park, New Delhi- 110010, 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 GIS-09 Scheme of AFGIS, HAS agreed under the provisions of the Rules framed by the Society to regulate the grant of advances to GIS-09 members for purchase of Conveyance (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendments thereof or addition thereto for the time being in force) applied to the Society for an advance of Rs..... (Rupees)) to the Borrower on the terms and conditions hereinafter contained.

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

1. In consideration of the sum of Rs..... (Rupees.....) to be paid by the Society after the execution of this agreement for the purchase of Conveyance Loan to the Borrower in the manner as provided in the said rules, the Borrower hereby agrees with the Society to make such deductions. :-

- (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 on month from the date of payment of the said loan for purchase of a Personal Computer if the actual price is less than the loan paid.

2. IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE CONVEYANCE HAS NOT BEEN PURCHASED as aforesaid within one month from the date of payment of the said sum of Rs..... 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. 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 / cashiering/dismissal from service and death proceeding retirement or cancellation of the booking from the whole or any specified part of the gratuity, commuted value of pension and encashment of leave that may be sanctioned to him, survival benefits, death benefit payable to the beneficiaries without any demur from any quarter.

IN WITNESS WHERE OF THE BORROWER has hereunto set his hand and Principal Director,AFGIS. for and on behalf of the AFGIS has hereunto set his hand on the day month and year aforementioned.

.....
(Signature of the Borrower)

1st Witness.....
Name
Address.....
Occupation.....

2ND Witness.....
Name.....
Address.....
Occupation.....

Signed by Air Cmde / Gp Capt..... In the office of AFGIS, New Delhi

(For and on behalf of the Society)
In the presence of :
1st Witness.....
Address: AFGIS, Subroto Park, New Delhi – 110010
Occupation.....

Chairman Managing Committee
2nd Witness.....
Address: AFGIS, Subroto Park, New Delhi - 110010
Occupation.....

LETTER OF AUTHORISATION TO AOC. AFCAO

1. Service No.....Rank.....Name.....
Branch/Trade..... hereby voluntarily authorise AOC, AFCAO, in the event of my becoming Non-Effective in IAF for any reason, to pay Society on my behalf, an amount equivalent to the Conveyance loan outstanding in my account and as intimated by AFGIS to AFCAO, out of my DSOP / AFPP Fund account, encashment of leave, all kinds of Gratuity, commuted value of pension and IRLA balance as and when such DSOP / AFPP Fund Account or IRLA or pension account is finalised.

2. I hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next of Kin takes place

Witness 1.
Name:
Address :

Signature of applicant
Date:.....
Unit:.....

Witness 2
Name :
Address.....

I hereby state that I have no objection to what is stated above by my spouse/..... (relation).

Signature of Nominee(s)
Name :.....
Relation :.....
Age:.....
Date :.....

Note : In case of more than one nominee, signature of all the nominees to be obtained.

COUNTERSIGNED

Date

AOC/Stn Cdr/OC Unit

UNDERTAKING

I Service No..... Rank..... Name.....
Branch/ Tradehereby authorise AFGIS, in the event of my becoming N/E in IAF for any reason, i.e. discharged/AWOL/Deserter, to recover my outstanding Conveyance advance from the claim due to me or my nominee, in the event of my death.

(Signature of NOK's)
Name.....
Address.....

Signature of Witness
1.....
.....
.....

(Signature of Applicant)
Rank.
Name.....
Unit.....
Signature of Witness
2.....
.....
.....

TO BE COMPLETED BY ADJT

1. I have scrutinised the application of Rank.....Name.....
Branch/Trade..... Service No.and have satisfied myself of the correctness of the facts stated therein.

2. My recommendations are as follows :-
(a) Amount recommended for approval Rs.....
(b) Number of Instalments(Depending on present engagement)

3. 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. (e.g Red / Black Entries warranting discharge as SNLR for airman).
Red ink entriesDate.....,Black ink entriesDate.....
(b) The applicant has not applied for pre-mature release from IAF .
(c) The applicant has not applied for conveyance loan from Govt / Financial Institution.

4. Date of Retirement / Release (In present engagement)
Extn Granted vide POR No..... From
(Extract enclosed) To

5. **As per the documents held by the unit, the following is/are the AFPPF/DSOPF nominee(s) of(applicant)**

(a) Name Relation
(b) Name Relation

Date..... Adjt

Application in respect of potential offenders not to be recommended ® not to be recommended (the criteria of determining habitual offenders is given at para 5 of AirHQ/C 23406/685/P5 dated 18 Dec 96

REC / NOT REC

Unit Seal

Date: AOC / Stn Cdr / CO

Note: Application is to be signed by the AOC/Stn Cdr/CO of parent unit of the individual

AIR FORCE GROUP INSURANCE SOCIETY
CONTINGENT BILL - MCL

Note 1. Applicant is to fill the Service particulars.

Note 2. State the Dealer's Name/Fund/A/c in whose favour cheque is required after confirming from the Dealer.

Expenditure on account of Motor Car/ Second Hand Car/ Two Wheeler

Service No. Check Suffix

Rank.....Name.....

Branch/ Trade.....Unit.....Accounting Unit.....

Cheque is to drawn in favour of (write in capital letters) alongwith Bank Name, Bank Address and A/c No.....

Details of Expenditure

Note 1. Applicant is not to fill the amount.

Processing Fee

Four Wheeler : Rs.500

Two Wheeler : Rs.200

Cheque Amount Rs

Total Sanctioned Amount

Expenditure on A/c of Motor Conveyance Loan Rs.

(Rupees.....only).

Prepared by
Sig of dealing Staff, AFGIS

Pre-receipted



Checked by

.....
Sig of Supdt, AFGIS

.....
Date

.....
Signature of Applicant

DECLARATION

1. 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 wilfully suppressed any material information.
2. I have read the Rules regulating the grant of loan to AFGIS members purchase of Motor Conveyance and agree to abide by the terms and conditions stipulated therein. I authorise AFCAO New Delhi to recover the instalments of refund of conveyance loan through my IRLA.
3. If I proceed on deputation to other department I undertake to repay the EMI by 1st of every month to which it pertains directly to AFGIS by means of demand draft before 7th.
4. I state to certify that :-
 - (a) I am not re-employed.
 - (b) Outstanding amount of loan alongwith interest be recovered from my DCRG, encashment of leave, commuted value of pension and death/disability/Survival benefit and remitted to GIS.
 - (c) No recovery of outstanding conveyance loan drawn from Govt is being made from my pay.
 - (d) I have/have not drawn House Building /Conveyance advance/PC either from AFGIS or from Govt against which DCRG is attached/not attached.
 - (e) I shall not sell or dispose of the vehicle acquired out of this loan till the full loan is liquidated.
 - (f) I will furnish a stamped cash receipt and xerox copy of RC Book duly attested by SAO within 60 days from the date of cheque/DD issued by AFGIS to the Dealer/firm. I shall refund the loan in one lump sum together with interest if I fail to produce the relevant documents within the stipulated time; failing which I authorise AFCAO & AFGIS to effect recovery of the entire loan outstanding with interest through my IRLA.
 - (g) I am not under medical review which may lead to invalidment from service.
5. In the event of my becoming non-effective before liquidation of loan with interest. I hereby authorise AFCAO to recover outstanding advance with interest from my DSOP/AFPP fund and remit the same to AFGIS.
6. I authorise AFGIS to deduct any sum o/s against me from my Survival benefit of AFGIS in case of default.
7. I will ensure that my IRLA does not run into debit.
8. I have not drawn final withdrawal from Survival Benefit.
9. It is certified that if debit balance still existing in my IRLA even after reduction in Provident Fund, it will be made good by me immediately.

Date:.....

.....
Signature of applicant

**ONE TIME NON- REFUNDABLE CONTRIBUTION TOWARDS
CONVEYANCE LOAN INSURANCE FOR Rs.1,00,000/-**

<u>Term (in years)</u>	<u>Officers</u>	<u>Airmen/NCs(E)</u>
1	134	110
2	257	209
3	379	308
4	502	405
5	625	502
6	749	599
7	873	696
8	997	704
9	1121	787
10	1245	869
11	1369	952
12	1494	1034
13	1619	1117
14	1744	1199
15	1871	1281

NOTE : If the loan is sanctioned for the fraction of a year, average contribution of both integral term will be taken. Example, if a loan is sanctioned for 31 months then, the contribution will be (contribution for 2 year term loan + Contribution for 3 year term loan) / 2.

EXAMPLE: An officer availing a car loan of Rs.4.80 lacs for 31 months, contribution will be:-

$$4.8 \times (\text{Rs.}257 + \text{Rs.}379) / 2 = \text{Rs. } 1526.4 \text{ rounded to Rs.}1526.$$

An airman / NCs (E) availing a scooter loan of Rs.45,000/- for 31 months, contribution will be :-

$$0.45 \times (\text{Rs.}209 + \text{Rs.}308) / 2 = \text{Rs. } 116.325 \text{ rounded to Rs.}116.$$

CERTIFICATE

(To be furnished in duplicate with application for availing any type of advance /loan from PublicFund/Non Public Fund recourse)

1. I hereby certify that I have availed the following advance(s)/loan(s) from source(s) indicated against each during the preceding three months for which recovery/recoveries has/have not yet commenced through my monthly pay slip :-

Sl no.	Source	Purpose of advance/loan	Amount of advance/loan	Re-payment per month

2. I further certify that I have availed the following private loans/advances from source(s) indicated against each for which re-payment is being made by me regularly from my pay as indicated :-

Sl no.	Source	Purpose of advance/loan	Amount & Term of advance/loan	Re-payment per month

3. I undertake that recoveries against loans/advances availed by me from all sources, including the application under process presently, do not exceed 80% of my monthly emoluments as on date of applying for the present advance/loan.

4. I understand that providing false information/suppression of any information on the aforesaid subject would make me liable for disciplinary action under the relevant Act/Rules in vogue for the time being.

(Signature of the individual)

COUNTERSIGNED

Sec Cdr/Sqn Cdr/ Flt Cdr

