

**APPLICATION FORM FOR GRANT OF HOUSE BUILDING  
LOAN FROM NGIF**

1. Name \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_
2. Date of Birth \_\_\_\_\_ Date of Commission/Enrollment \_\_\_\_\_ Type of Commission \_\_\_\_\_
3. Date of Retirement/Release \_\_\_\_\_ Marital Status \_\_\_\_\_
4. Basic Pay/Rank Pay \_\_\_\_\_
5. Total Emoluments \_\_\_\_\_  
(Attach latest copy of statement of entitlement)
6. Father's Name \_\_\_\_\_
7. Permanent Home Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Present Address with Telephone/Mobile no. & E-Mail ID .  
\_\_\_\_\_  
\_\_\_\_\_
9. Particular of Housing Loan, if availed (Even if sanctioned in principle, the amount of loan and amount repayable every month should be indicated)
  - \*(a) Govt. House Building Advance
    - (i) Loan Amount \_\_\_\_\_
    - (ii) Amount Drawn \_\_\_\_\_
    - (iii) Rate at which being repaid/to be repaid \_\_\_\_\_
  - (b) Whether applied for/intend to avail Govt. HBA \_\_\_\_\_
  - \*(c) Other Sources
    - (i) Name of Institution & Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
    - (ii) Loan Amount \_\_\_\_\_
    - (iii) Rate at which being repaid/to be repaid per month \_\_\_\_\_
10. Amount available in DSOP/AFPP Fund \_\_\_\_\_  
(Attach documentary proof)



13. Maximum monthly amount which can be repaid towards liquidation of loan by the member is :  
Rs. \_\_\_\_\_

13. Have you enclosed:-

(a) the relevant construction plan approved by the Municipal/Competent Authority concerned \_\_\_\_\_

(b) other requisite documents : \_\_\_\_\_

14. State the plan for meeting the cost of house (Savings/DSOP/Loan etc.)

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

\* (Attach receipts/certificate from Competent Authority/ies for the amount already spent/paid for self construction or acquiring a house/flat under self financing scheme or on outright purchase basis.)

**Declaration:-**

1. 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 rules regulating the grant of housing loan for the NGIF for construction/purchase of house/flat etc. and agree to abide by the terms and conditions stipulated therein from time to time.

3. The full cost of the house/flat has not already paid by me.

4. I shall ensure that the house/flat is insured against fire, flood, lightning and rioting till the loan and interest are outstanding as per rules of NGIF.

5. I give my consent for attachment of my DCRG/NGIF Survival Benefits for obtaining HBL from NGIF, in case the quantum of loan works out less than the amount applied and for keeping EMI within my repayment capacity.

Ship/Establishment

Date:

(Signature of the applicant)

**To be completed by the CO/Head of the Department**

I have scrutinized the application of \_\_\_\_\_  
and have satisfied myself of the correctness of facts etc. stated therein. My recommendations are as follows :-

The loan amount as applied for, may be granted to the officer/sailor, as his/her repaying capacity to liquidate the loan together with interest could/could not be relied upon.

Ship/Estb:

(Signature and Designation)

Date:

**For use in NGIF**

Amount applied for :

Amount sanctioned :

Managing Committee Approval :

Installments :

Paid vide :

(On Non-Judicial stamp paper of minimum value stamp paper as available in state where purchased)

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF  
DRAWING LOAN BY A MEMBER FOR CONSTRUCTING  
A HOUSE/PURCHASE OF A READY-BUILT HOUSE**

AN AGREEMENT MADE THIS ..... day of ..... Two thousand and.....hundred and.....between..... son of..... at present serving as.....(hereinafter called 'the Borrower', which expression shall unless excluded by or repugnant to the subject or context include his heirs, executors, administrators and legal representatives, of the one part and the Naval Group Insurance Fund(hereinafter called 'the NGIF' which expression shall unless excluded by or repugnant to the subject or context include his successors in office and assigns) of the other part. Whereas the BORROWER desires to \*construct house/\* purchase a ready-built house at..... described in the schedule here to agreed and Whereas the Borrower has under the provision of the Rules framed by the NGIF to regulate the grant of loan to members for building etc., of houses (hereinafter referred to as the "said rules", which expression shall, where the context so admit, include any amendment thereof or addition for the time being in force) applied to the NGIF for a loan of Rs for construction of a house/ \*purchase a ready built house as aforesaid and the NGIF has sanctioned an advance of Rs.....to the Borrower, vide NGIF letter No..... dated..... a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth there in Now it is hereby agreed by and between the parties hereto as follows:

(1) In consideration of the sum of Rupees (insert amount of the first installment) to be paid by the NGIF after the execution of this agreement and the sum of Rupees (insert balance amount to be paid) to be paid by the NGIF to the Borrower as provided in the said rules, the Borrower hereby agrees with NGIF.

(a) to repay to the NGIF the said amount of Rupees '.....(Insert full amount sanctioned) with interest calculated in accordance with the said rules for the time being in force by (number to be filled monthly installments of Rupees from his pay commencing from the month of nineteen hundred and (or from the month following the completion of the house, whichever is earlier) and the Borrower hereby authorities the NGIF /NAVPAY to make such deduction from his monthly pay, leave salary and subsistence allowance bills.

\*(b) (i) Within three months from the date of the receipt of the aforesaid advance of Rs.....(Rupees..... ) to expend the - aforesaid amount in the purchase of the said ready-built house failing which the borrower shall refund forth-with of the NGIF the entire amount of loan received by him together with interest thereon unless an extension of times is granted by the NGIF.

\*(ii) to complete construction of the said house within eighteen months of strictly in accordance with the plan and specifications approved by the Government and on the basis of which the amount of loan is to be computed and sanctioned finally or within such extended period as may be laid down by the NGIF.

(2) To execute a document mortgaging (equitable mortgage) the said house/land along with the house to be built thereon to the NGIF as security for the amount loaned to the Borrower under these presents as also for the interest payable for the said amount.

(3) \*If the house is not purchased and mortgaged (equitable mortgage) within three months of the drawl of the advance or within further time as the NGIF may allow in this behalf If the borrower fails to complete the construction of the said house as herein before agreed, or if the borrower becomes insolvent or quits the service of the Government or dies, the entire amount of advance together with interest accruing thereon shall immediately become due and payable to the NGIF.

(4) The NGIF shall be entitled to recover the balance of the said loan with interest remaining unpaid at the time of his retirement or death preceding retirement from the whole or any specified part of the gratuity/ amounts that may become payable from NGIF or other post retirement benefits directly or through NPO.

**SCHEDULE ABOVE REFERRED TO**

In witness whereof the borrower has hereunto set his hand and Shri.....for and on behalf of the NGIF has hereunto set his hand.

Signed by the borrower .....  
(Signature of the Borrower)

In the presence of --.....

1st witness.....

Address: .....

Occupation.....

2nd Witness .....

Address. ....

Occupation: .....

Signed by Shri .....and on behalf of NGIF

In the presence of : ) .....

1st Witness : .....

Address - .....

Occupation .....

2nd Witness: .....

Address: .....

Occupation .....

\*Strike off whichever is not applicable

Letter of Authorization to IHQ/MOD(N)/NGIF for recovery of Loan

1. I Personal No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ hereby authorize NGIF/NAVPAY, in the event of my becoming non-effective in Indian Navy that for any reason, Retirement or Invalidment to pay Naval Group Insurance Fund on behalf , an amount equivalent to the Housing Loan outstanding in my loan account and as intimated by NGIF/NAVPAY out of my DSOP/AFPP Fund account, Encashment of leave DCRG/Terminal Benefits balance as and when such DSOP/AFPP Fund account or IRLA is finalized or adjust against Survival Benefits, as applicable.

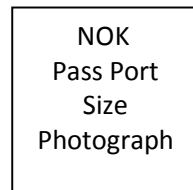
2. In the event of my pre-mature retirement from Service, I will refund the outstanding HBL to NGIF directly before my pre-mature retirement.

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: \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank : \_\_\_\_\_ P.No. \_\_\_\_\_  
Unit : \_\_\_\_\_ Date \_\_\_\_\_

Witness 1 \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank : \_\_\_\_\_ P.No. \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Witness 1 \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank : \_\_\_\_\_ P.No. \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_



I have no objection to what is Stated by my \_\_\_\_\_ (relation)  
Sig of wife/NOK  
Name: \_\_\_\_\_  
Relation: \_\_\_\_\_  
Age: \_\_\_\_\_  
Date: \_\_\_\_\_

Countersigned

Commanding officer/Officer in-charge

**Draft of letter to be written to the CNS (NHQ/DPA) by the loanee.**  
**(To be Submitted with the application)**  
**Obtaining housing loan from Naval Group Insurance Fund by Creating**  
**Second Charge in their favour by 'Equitable Mortgage'**

Rank, Name & Number

Ship/Establishment \_\_\_\_\_

Date: \_\_\_\_\_

The Chief of Naval Staff(DPA)  
Naval Headquarters  
New Delhi

Sir

I have been sanctioned Govt. HBA amounting to Rs. \_\_\_\_\_ by \_\_\_\_\_ vide NHQ Letter No. \_\_\_\_\_ dated \_\_\_\_\_ I would execute the Mortgage in favour on the President of India and deposit the deeds of title of the property and Mortgage deed with the NHQ (DPA) as per terms of the HBA Rules.

Naval Group Insurance Fund whom I have approached for an additional housing loan by creation of second charge In terms of the Govt letter No. AFIHA/03135(P)INHQ/ 9291D (N-II) dated 26 May 88 and the Rules framed by the NGIF, have consented to advance loan amounting to Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

I hereby convey my consent to agree and undertake to abide by the following conditions in this regard:-

(i) The said documents of title shall be transferred to Naval Group Insurance Fund by the Mortgage on behalf of this Mortgagor and that shall be held and retained by the said financial institution only as a second Mortgage subject and subordinate to the rights of the President of India as first Mortgagee;

(ii) Naval Group Insurance Fund shall not at any time or for any reason part with such title deeds without written consent of the Mortgage first, had and obtained and on such conditions as may be imposed by the said Mortgagee at its discretion.

(iii) After at any time, the said financial institution ceases to be second Mortgagee of the said premises, the said financial institution shall be obliged to return the said title deeds to the first Mortgagee only, on behalf of this Mortgagor whether or not any demand in this behalf is made by that Mortgagee.

(iv) The said financial institution shall produce or cause to be produced the said title deeds as and when required by the first Mortgagee for any reason whatsoever regardless of whether the said proposed second Mortgaged due to be in existence or otherwise discharged, on the understanding that as soon as the purpose is served the



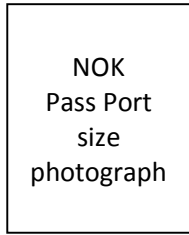
same shall be returned by the Mortgagee to the financial institution to be dispensed subject to these conditions.

(v) Nothing in these provision shall be construed to create any financial or other obligations or liabilities in the first Mortgagee, vis-a-vis, the said financial institution or shall in any manner after, abridge or abrogate the rights of the said Mortgagee, who shall always be and continue to be the paramount Mortgagee,.

I now request you to please grant me permission to raise loan on said second charge in favour of NGIF and to transmit the deed of title to NGIF on my behalf under intimation to me, so as to enable them to release the loan of (Rupees \_\_\_\_\_ only) to me by creation of any 'Equitable Mortgage' in this manner.

Yours faithfully,  
Signature \_\_\_\_\_

Complete address: (Office) \_\_\_\_\_  
(Residence) \_\_\_\_\_



Form No.: HBL/NGIF/5

**AFFIDAVIT**

Affidavit of \_\_\_\_\_ wife/son/daughter of \_\_\_\_\_ resident of \_\_\_\_\_ aforesaid solemnly affirms and says as follows:

1. I/We have no objection to assigning of interest in the insurance cover and survival benefits by my husband/ father \_\_\_\_\_ as a member of Naval Group Insurance Fund to Naval Group Insurance Fund, New Delhi for obtaining a loan towards the construction of the house/purchase of a ready built house at \_\_\_\_\_.

2. We fully understand and accept that in the payment of Insurance money/survival benefits from Naval Group Insurance Fund the assignee, Naval Group Insurance Fund, New Delhi will have priority over me/us.

3. My/Our date/dates of birth is/are \_\_\_\_\_ & \_\_\_\_\_ respectively (Strike off whichever is not applicable)

Place: \_\_\_\_\_  
Date \_\_\_\_\_  
(Deponents)

Signature: (1) \_\_\_\_\_  
(2) \_\_\_\_\_

I/We/Mr/Miss/Mrs \_\_\_\_\_ wife/son/daughter of \_\_\_\_\_ Indian Navy, aforesaid solemnly affirm and say that the fact mentioned in paras (1) to (3) above are correct to the best of my/our knowledge and nothing is false therein and nothing material has been concealed therefrom,

Place:  
Date:

Signature: (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
(Deponents )

Witness 1. \_\_\_\_\_  
(Name & Address) 2. \_\_\_\_\_

**Countersigned**

Commanding officer/Officer in-charge

**Note:** In case of minor children, the 1<sup>st</sup> witness could be father as the natural and legal guardian. The second witness could be maternal/paternal grand parents or the children's mother's sister/brother as a safeguard.

-----NGIF-----

Form No. : HBL/NGIF/6

(Specimen for Government Pleader's Opinion)

**CERTIFICATE**

It is certified after investigation from the records of the Sub-Registrar\_\_\_\_\_ and the relevant revenue and court records for last 13 years from\_\_\_\_\_ to\_\_\_\_\_ and from the information gathered from the sworn declaration made by\_\_\_\_\_ and \_\_\_\_\_ that the Plot No. \_\_\_\_\_measuring \_\_\_\_\_sq. yds. at\_\_\_\_\_ limits of \_\_\_\_\_is the absolute property of Shri.\_\_\_\_\_son of Shri. \_\_\_\_\_and not a joint family property. The said property is free from encumbrances and attachments and Shri \_\_\_\_\_ has a clear and marketable title to the property.

Place: Office Seal Government Pleader/

Date: Revenue authority

-----NGIF-----

Form No. : HBL /NGIF/7

**PRE-RECEIPT**

1. Received from the Secretary, Naval Group Insurance Fund Naval Headquarters, New Delhi a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on account of 1/I1/I1I\* installment of House Building Loan.

2. I hereby authorize the Secretary NGIF to pay the above amount directly to builder/AFNHB/Self \_\_\_\_\_ by (date,) \_\_\_\_\_ under intimation to me.

3. I also authorize LO i/c, NPO, Mumbai to recover the loan and the interest thereon through my IPA.

Signature: \_\_\_\_\_  
(To be signed over one Rupee Revenue Stamp)

Name : \_\_\_\_\_  
Rank : \_\_\_\_\_  
P.No. : \_\_\_\_\_

**(Mandatory Information of Applicant)**

Bank Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bank A/C No.: \_\_\_\_\_  
Bank IFS Code: \_\_\_\_\_

**Countersigned**

CO/Head of Department.

\*Delete whichever is not applicable.

**Note:** Pre-receipt should be submitted at least one month prior to date of payment of each installment.

The Secretary  
Naval Group Insurance Fund  
Room No. 124, 'A' Wing  
Sena Bhawan, Integrated Headquarters  
Ministry of Defence(Navy)  
New Delhi-110011

**NO OBJECTION CERTIFICATE**

Dear Sir,

1. As required by \_\_\_\_\_, we are furnishing the following information:-

- (a) Name of the Applicant : \_\_\_\_\_
- (b) Loan Sanctioned : Rs. \_\_\_\_\_
- (c) Loan Disbursed : Rs. \_\_\_\_\_
- (d) Tenure of the loan : \_\_\_\_\_ months
- (e) Loan outstanding as on \_\_\_\_\_ : Rs. \_\_\_\_\_
- (f) Property Finance : \_\_\_\_\_  
\_\_\_\_\_
- (g) EMI : \_\_\_\_\_  
\_\_\_\_\_

3. We have the following property documents in our custody as security for the loan:-

- (a)
- (b)
- (c)
- (d)

4. \_\_\_\_\_ (Name of Financial Institution/Bank) has no objection to create 2<sup>nd</sup> charge on the property (equitable mortgage) in favour of NGIF and they undertake to pass on the title deed and other documents to the NGIF on liquidation of loan sanctioned by them without reconvening to the member, in original.

Yours faithfully