

AFGISHBL FOR PROCUREMENT OF MODERN HOME INSTALLATIONSSALIENT FEATURES

SL NO	CRITERIA	DETAILS									
1.	<u>Eligibility</u>	<p>1. Air warriors who have completed five years of regular service.</p> <p>2. Applicant must be the sole owner of the subject house property or jointly owned with his/her spouse.</p>									
2.	<u>Max Quantum of Loan</u>	<table> <tr> <td>Officers</td> <td>- Rs 5 lakh</td> <td rowspan="4">} subject to re-paying capacity</td> </tr> <tr> <td>MWO/WO/JWO</td> <td>- Rs 3 lakh</td> </tr> <tr> <td>Sgt &amp; below</td> <td>- Rs 2 lakh</td> </tr> <tr> <td>NCs (E)</td> <td>- Rs 1 lakh</td> </tr> </table>	Officers	- Rs 5 lakh	} subject to re-paying capacity	MWO/WO/JWO	- Rs 3 lakh	Sgt & below	- Rs 2 lakh	NCs (E)	- Rs 1 lakh
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NCs (E)	- Rs 1 lakh										
3.	<u>Home Installations</u>	<p>Modular Kitchen</p> <p>Solar Heating Energy System</p> <p>Inbuilt Wardrobes</p> <p>Rain Water Harvesting System</p> <p>False Ceiling (wooden/plaster of paris etc)</p> <p>Security and Safety Systems (like cctv/fire alarm/ iron grills)</p>									
4.	<u>Rate of Interest</u>	10% pa									
5.	<u>Repayment of Loan</u>	60 EMIs (max)									
6.	<u>Processing Fees</u>	@ 0.15% of the loan sanctioned (rounded off to the nearest Rs 10) would be recovered from the remittance of loan.									

## AFGIS

### HBL FOR PROCUREMENT OF MODERN HOME INSTALLATIONS APPLICATION FORM : INSTRUCTIONS

1. The application form is to be filled in single copy after ensuring eligibility of loan as per the rules stipulated in Chapter 10 (HBL) of IAP 3601.
2. Strike out words which are not applicable. No column is to be left blank. Incomplete application will be rejected summarily.
3. The application is required to be countersigned by AOC/Stn Cdr/CO/Principal Director (as applicable).
4. No page/ leaf of the application form is to be detached/ removed.
5. Agreement form attached with the application may also be filled in all respects and signed by the applicant at the bottom of the page duly witnessed by two persons/ air warriors of appropriate status.
6. Date and amount is not to be written in the Agreement form and Contingent Bill. (Based on Repaying capacity, the amount approved will be filled by AFGIS).
7. The following is to be attached with the loan application:-
  - (a) Self attested printout of latest e-payslip.
  - (b) Proforma Invoice is also to be attached.
  - (c) Photocopy of registered Sale Deed of flat or house/ Gift deed/ Sale deed of plot (along with two self attested photographs of house) wherein house has been constructed after purchase of plot duly (**owned by the applicant or jointly owned with his/her spouse**) certified as true copies by the SAO/Adjutant.
8. Applicant is to clearly state his/her bank A/c No, IFSC code, name & branch of the bank in the Contingent Bill.
9. Application should be forwarded to AFGIS under a covering letter from the applicant's unit.
10. The address to which the cheque is to be sent by post is to be clearly mentioned in the application.
11. The loan shall be mandatorily insured. One-time non-refundable contribution will be recovered from the sanctioned amount of loan.

**AFGIS : HBL FOR PROCUREMENT OF MODERN HOME INSTALLATIONS**

**EMI CHART @ 10%**

<b>Amt/ Yrs</b>	<b>50,000/-</b>	<b>1 Lakh</b>	<b>1.5 Lakh</b>	<b>2 Lakh</b>	<b>3 Lakh</b>	<b>5 Lakh</b>
<b>1</b>	4396	8792	13188	17584	26375	43958
<b>2</b>	2308	4615	6922	9229	13844	23073
<b>3</b>	1614	3227	4841	6454	9681	16134
<b>4</b>	1269	2537	3805	5073	7609	12682
<b>5</b>	1063	2125	3188	4250	6375	10624

**ONE TIME NON-REFUNDABLE CONTRIBUTION TOWARDS  
HBL FOR PROCUREMENT OF MODERN HOME INSTALLATIONS  
INSURANCE FOR Rs1,00,000/-**

<b><u>Term (in years)</u></b>	<b><u>Officers</u></b>	<b><u>Airmen/ NCs(E)</u></b>
1	319	275
2	484	410
3	651	544
4	819	678
5	988	813



19. Anticipated total cost of modern home installation Rs   
(Proforma invoice from Dealer/Firm/Company indicating the price of all items is attached)

20. Amount of loan required Rs   
[Max Rs 5 lakh for Officers, Rs 3 lakh for MWO/WO/JWO, Rs 2 lakh for Sgt and below, Rs 1 lakh for NCs(E)]

21. Repayment – EMI's  (Max 60 EMI to be recovered prior to date of retirement/discharge in present term of engagement)

22. Address of the house property for which loan is intended.  
.....  
.....

23. Ownership details of house property [photocopies of registered sale deed/ Gift deed/ Sale deed of plot of the subject property (along with two self attested photographs of house wherein house has been constructed after purchase of plot) (**owned by the applicant or jointly owned with his/her spouse**) duly certified as true copies by the SAO/adjutant annexed].  
.....  
.....

24. Details of Modern Home Installation (attached quotation).  
.....  
.....  
.....  
.....

25. Applicant's permanent address (As per service records): .....  
.....  
.....

26. Applicant's unit address (Present address): .....  
.....  
.....

27. I have read and understood all the rules and regulations governing HBL-MHIL from AFGIS given in IAP 3601/AFGIS webpage on AFNET and I shall abide by these rules and regulations.

28. The property on which I am availing HBL-MHIL is solely owned by me/ along with my spouse.

Place .....

Date: .....

.....  
(Signature of Applicant)

**AGREEMENT**

AN AGREEMENT MADE THIS..... day .....of.....Two thousand ..... between .....Son/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 latest Scheme of AFGIS, has agreed under the provisions of the Rules framed by the Society to regulate the grant of loans to members of latest scheme of AFGIS for purchase of modern home INSTALLATIONS (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 Modern Home INSTALLATION articles 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 one month from the date of payment of the said loan for purchase of Modern Home Installation if the actual price is less than the loan paid.

2. IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MODERN HOME INSTALLATION ARTICLES HAVE 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)

1<sup>st</sup> Witness.....  
Name .....  
Address.....  
Occupation.....

2<sup>nd</sup>Witness.....  
Name.....  
Address.....  
Occupation.....

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

(For and on behalf of the Society)

PD, AFGIS

In the presence of :

1<sup>st</sup> Witness.....  
Address: AFGIS, Subroto Park,  
New Delhi – 110010  
Occupation.....

2<sup>nd</sup>Witness.....  
Address: AFGIS, Subroto Park,  
New Delhi – 110010  
Occupation.....

**LETTER OF AUTHORISATION TO AOC. AFCAO**

**ORIGINAL**

1. I 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 HBL-Modern Home INSTALLATION loan outstanding in my account and as intimated by AFGIS to AFCAO, out of my DSOP / AFPP Fund account, encashment of accumulated leave, all kinds of Gratuity and IRLA balance as and when such DSOP / AFPP Fund Account or IRLA or pension account are 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.

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

I hereby state that I have no objection to what is stated above by my spouse ..... (relation.)  
  
.....  
Signature of Nominees(s) \*  
Name.....  
Relation.....  
Age.....  
Place.....  
Date.....

Witness 1.....(Signature)  
Name.....  
Address.....  
.....

Witness 2.....(Signature)  
Name.....  
Address.....  
.....

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

**COUNTERSIGNED**

Unit Seal  
Date :

AOC/Stn Cdr/OC Unit

**LETTER OF AUTHORISATION TO AOC, AFCAO**

**DUPLICATE**

1. I 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 HBL-Modern Home INSTALLATION loan outstanding in my account and as intimated by AFGIS to AFCAO, out of my DSOP / AFPP Fund account, encashment of accumulated leave, all kinds of Gratuity and IRLA balance as and when such DSOP / AFPP Fund Account or IRLA or pension account are 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.

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

I hereby state that I have no objection to what is stated above by my spouse ..... (relation.)  
  
.....  
Signature of Nominees(s) \*  
Name.....  
Relation.....  
Age.....  
Place.....  
Date.....

Witness 1.....(Signature)  
Name.....  
Address.....  
.....

Witness 2.....(Signature)  
Name.....  
Address.....  
.....

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

**COUNTERSIGNED**

Unit Seal

Date

AOC/Stn Cdr/OC Unit



**UNDERTAKING**

I Service No..... Rank..... Name.....  
Branch/ Trade .....hereby authorise AFGIS, in the event of my  
becoming N/E in IAF for any reason, i.e. discharged/AWOL/Deserter, to recover my outstanding  
HBL-Modern Home Installation Loan from the claim due to me or my nominee(s), in the event  
of my death.

..... (Signature of nominee(s))	..... (Signature of Applicant)
Name.....	Rank. ....
Address.....	Name.....
.....	Unit.....
..... (Signature of Witness 1)	..... (Signature of Witness 2)
1.....	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 Installments ..... (Depending on present engagement)

3. I also certify that  
(a) From the service documents/personal files it reveals that there are no disciplinary  
proceedings or adverse comments or any other cases pending against the applicant  
which may truncate his/her service. The details of adverse entries (in respect of airmen/  
NCs(E) only) are as follows:

Red Ink entries ..... Date.....

(b) The applicant has not applied for pre-mature release from IAF nor have retirement  
orders been issued.

(c) The applicant has not applied for loan from Govt / Banks/ other Financial Institution  
except as stated by the applicant.

4. Date of Retirement / Release (In present engagement)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Extension. of service granted vide POR No.....	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Extract enclosed)	Extension From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Extension Upto	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. As per the documents held by the unit, the following is/are the AFPPF/DSOPF  
nominee(s) of ..... (Ser No and Name of applicant).

(a) Name ..... Relation.....

(b) Name ..... Relation.....

Place:.....  
Date:.....

Adjt

**Application in respect of habitual offenders is not to be recommended (Please refer  
habitual offenders policy issued by Air HQ)**

**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 : HBL-MHI LOAN**

- Note 1. Applicant is to fill the service particulars.
- Note 2. State the applicant's name in which cheque is to be made. No request for change will be entertained later.
- Note 3. One cancelled cheque to be attached with the application.

Expenditure on account of HBL-Modern Home INSTALLATION Loan

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 A/C No.....

Bank Address.....

IFSC Code.....

MICR

No.....

**Details of HBL-MHI LOAN**

\* Note : Applicant is not to fill the amount.

Total Sanctioned Amount

Pre-receipted

Over Re 1  
Revenue  
Stamp

Date: .....

.....  
Signature of Applicant

**FOR USE AT AFGIS**

Prepared By

Checked By

Sign of i/c,AFGIS

**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 willfully suppressed any material information.
2. I have read the rules and regulations governing the grant of HBL-MHI Loan from AFGIS and agree to abide by them. I authorise AFCAO New Delhi to recover the instalments of refund of HBL-MHI loan through my IRLA.
3. If I proceed on deputation to other department I undertake to remit the EMI by the 7<sup>th</sup> day of every month directly to AFGIS by means of demand draft.
4. I state to certify that :-
  - (a) I am not re-employed.
  - (b) Outstanding amount of loan alongwith interest can be recovered from my DCRG, encashment of leave, DSOPF/AFPPF and disability/Survival benefit and remitted to GIS.
  - (c) No recovery of outstanding HBL-MHI loan drawn from Govt is being made from my pay.
  - (d) I have/have not drawn House Building Loan / Motor Conveyance Loan/ Personal Computer Loan either from AFGIS or from Govt against which DCRG is attached/not attached.
  - (e) I shall not sell or dispose of the installations acquired out of this loan till the full loan is liquidated.
  - (f) I will furnish a stamped cash receipt and photocopy of bill duly attested within 30 days from the date of cheque issued by AFGIS to me.
  - (g) I shall refund the loan in one lumpsum 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.
  - (h) 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 DSOPF/AFPP fund and remit the same to AFGIS.
6. In case of default in repayment of this loan, I authorise AFGIS to deduct any sum outstanding against me from my Survival Benefit of AFGIS.
7. I will ensure that my IRLA does not run into debit.
8. If my IRLA runs into debit due to any reason at any time I authorise AFCAO to reduce my contribution to DSOPF/AFPPF to the mandatory minimum percentage immediately.
9. It is certified that if debit balance still exists in my IRLA even after reduction in provident Fund, it will be made good by me immediately.
10. The house for which i have availed HBL-MHI loan is registered in my name solely/ jointly owned with my spouse (photocopy of registry duly attested by Adjutant/ SAO is enclosed).

Place: .....  
Date: .....

.....  
Signature of applicant

**CERTIFICATE**

1. I hereby certify that I have applied 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 applied 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