

BHADRATHA
ANDHRA PRADESH POLICE DEPARTMENT
EMPLOYEES BENEVOLENT AND THRIFT MUTUAL ASSOCIATION

**APPLICATION FOR SANCTION OF HOUSE BUILDING ADVANCE LOAN FOR CONSTRUCTION OF HOUSE/
PURCHASE OF PLOT/ READY BUILT HOUSE / FLAT**

(For BHADRATHA office use only)

Date of receipt Purpose of Loan

Case No.

GENERAL PARTICULARS OF THE APPLICANT

1. Name S/o., W/o.
2. Designation Genl. No. Bhadratha No.
3. UNIT: Present Parent
4. Amount applied for Rs. (Rupees)
5. Purpose.....

6. PRESENT ADDRESS	PERMANENT ADDRESS
.....
.....
.....

7. SALARY PARTICULARS

Basic Pay :

DA :

HRA :

Others :

Total :

8. SERVICE PARTICULARS

Date of Birth :

Date of Appointment :

Date of Retirement :

Date of admission to
BHADRATHA :

(The applicant is advised to fill up relevant columns only)

I. FOR PURCHASE OF PLOT

- a) Location:
(Name of the Place, Mandal, District, Distance from nearest police station with name)
- b) Plot No. :
- c) Survey No. :
- d) Area of the plot in Sq. Yds/ Sq. Mts :
- e) Name & Address of the Vendor :
- f) Cost of the plot :
- g) Advance amount paid to the vendor :
- h) Whether layout approved :
- i) Date of Agreement with vendor :
- j) Validity of Agreement :

II. FOR PURCHASE OF READY BUILT HOUSE/ FLAT

- a) Name & Address of the Vendor :
- b) House No. & Location :
- c) Total area of the plot in Sq. Yds. :
- d) Plinth area of the building in Sq. ft. :
- e) Year of Construction :
- f) Approved plan and permission :
- g) Amount of sale consideration :
- h) Amount of advance paid :
- i) Amount to be paid to the vendor :
- j) Source to meet the short fall amount :
- k) Date of agreement with vendor :
- l) Validity of Agreement :

III. FOR CONSTRUCTION OF HOUSE

- a) Location of the Plot :
(Plot No. Survey No. & Location)
- b) Area of the plot in Sq. Yds. :
- c) Plinth area to be constructed :
- d) Date of approval of the Building plan :
- e) Estimated cost of the Building :
- f) Whether the plot is owned by applicant or spouse :
- g) Source to meet the short fall amount :

DECLARATION

- a) I solemnly declare that the information furnished by me is true to the best of my knowledge
- b) I undertake the responsibility to surrender the title deed executed in my favour, within a month from the date of registration for the purpose of record and also for retention with the Association and also I will execute necessary documents mortgaging the title deed in favour of Bhadratha
- c) I undertake the responsibility to surrender all original documents for the purpose of record and also for retention with the Bhadratha and I will execute necessary documents mortgaging the title deed in favour of the Association before drawing the Loan amount.
- d) I have read the rules and regulations governing the grant of house Building advance and agree to abide by them besides the terms and conditions stipulated therein and which may be amended herein after. (The relevant circular is available in the unit)”
- e) I do not prefer any claim on the Association for payment of any interest or damage of any kind in case of any delay in sanctioning and disbursement of loan amount or refusal or rejection of loan application.
- f) I authorise the secretary to insure the property to the extent of loan sanctioned until fully repaid, duly deducting insurance premium from the loan amount sanctioned to me.

NAME :

DESIGNATION : Genl. No.

BHADRATHA No. UNIT :

SIGNATURE OF THE APPLICANT

// ATTESTED //
UNIT OFFICER

We are willing to stand surety for the loan sanctioned to Sri
 S/o. Designation Genl. No.
 Bhadratha No. Unit and agree to abide by the rules framed by
 Bhadatha now in force and which may be amended herein after and the resolution passed by the Managing
 committee and the General Body of the Association from time to time and execute necessary documents.

Details of Sureties	Ist Surety	IInd Surety
Name	:	:
Designation	:	:
Genl. No.	:	:
Bhadratha No.	:	:
Unit	:	:
Basic pay	:	:
Date of Appointment	:	:
Date of Birth	:	:
Date of Retirement	:	:

Signature of 1st Surety

Signature of 2nd Surety

Certified that the particulars of the sureties are correct and their signatures are attested

UNIT OFFICER

UNIT OFFICER

(To be filled up and certified by the Unit Officer)

The application for grant of House building advance from Bhadratha submitted by
 S/o Designation Genl No.
 Bhadratha No. Unit Along with relevant documents is
 herewith forwarded. He was appointed on and his date of birth is
 He retires on , his salary particulars are furnished hereunder.

DEDUCTIONS

Pay	:	GPF	:
DA	:	OTHERS	:
HRA	:		:
CCA	:		:
OTHERS	:		:

TOTAL : TOTAL :

NET AMOUNT : Rs.

* There should be no variation in the salary particulars given in application and the salary. Certificate which will be submitted along with application

I certify that the information furnished above in the application is correct to the best of knowledge.

I certify that the applicant has not obtained / applied for House loan from Govt. or any other source.

I undertake to recover the monthly instalments from the salary of the applicant and remit to the secretary Bhadratha

Forwarded to the Secretary, Bhadratha for necessary action

**Signature of Unit Officer /
Administrative Officer**

TERMS & CONDITIONS FOR SANCTION OF HOUSE BUILDING ADVANCES TO BHADRATHA MEMBERS

1. A member who intends to avail HBA must have put up minimum regular service of 5 years and should have left over service more than 5 years for retirement.
2. The members must be left with 1/3rd of the gross salary as take home pay.
3. The maximum amount of loan will be as follows:

Grade Loan Type	Lower Grade	P.C to ASI	S.I. to C.I.	DSP and above
Construction	Rs.15,00,000/-	Rs.25,00,000/-	Rs.27,00,000/-	Rs.30,00,000/-
RBH / RBF	Rs.15,00,000/-	Rs. 25,00,000/-	Rs.27,00,000/-	Rs.30,00,000/-
Plot Loan	Rs.7,00,000/-	Rs.10,00,000/-	Rs.12,00,000/-	Rs.14,00,000/-

4. Each member must provide two sureties for the loan amount. The sureties should also be members of Bhadratha and a member should not stand surety for more than two members.
5. The present rate of interest charged for the loan is 7.5% per annum.
6. The repayment period will be between 12 months and 240 months.
7. The member who intends to avail HBA loan shall submit prescribed application from duly filled in all respects to Secretary, Bhadratha through Unit Officer concerned. The application forms are made available at Bhadratha office / unit office on payment of Rs.10/- each.
8. The EMI recovery amount should be sent to Secretary, Bhadratha, DGP Office through DD drawn on Indian Overseas Bank, Saifabad Branch, Hyd.
9. If the EMI amounts are not recovered continuously for 3 months for whatsoever reasons from member loanee, the same shall be recovered from the surety's salary from the 4th month onwards without any notice.
10. In case of Retirement / Resignation/Removal from service for any reason whatsoever, the outstanding amount shall be recovered from the settlement dues (Except PF & Gratuity) after adjusting the other departmental dues of member loanee. If there is a balance still outstanding, the same will be recovered from the sureties.
11. In case the member loanee is transferred from one unit to another unit necessary endorsement will be made in LPC mentioning No. of instalments recovered and the balance No. of instalments to be recovered and EMI amount. The Unit Officer of the new place shall recover the balance EMI amounts from the member's salary every month.
12. In case the members go on deputation to other organizations, the Unit Officer concerned should inform the new employer about the recovery of balance instalments duly mentioning in the LPCs.
13. 1.5% of loan amount sanctioned will be deducted towards Death Relief Fund. In case of unfortunate death of member loanee, the outstanding amount will be written off automatically subject to recovery of defaulted EMIs.
14. The property acquired by the member for which loan was sanctioned, will be insured for a period equal to loan tenure
15. Sureties dates of retirement should not be less than that of applicant's
16. The Unit Officer, Borrower and sureties should sign on the application as mentioned in the application
17. Primarily member should submit copies of documents as mentioned under:

A. For Construction of House

- i. Copy of Sale Deed
- ii. Copy of Approved Layout
- iii. Copies of Link Documents for past 15 years
- iv. Copy of EC form past 15 years from the date of HBA application
- v. Detailed Estimate for construction
- vi. Copy of Approved plan issued by Municipality / Gram Panchayath
- vii. Copy of permission letter issued by Municipality / Gram Panchayath.
- viii. Salary certificates of 2 sureties and applicant duly mentioning all recoveries attested by the drawing officer
- ix. Demand Draft for Rs.500/- drawn in favour of Secretary, Bhadratha and payable at Mangalagiri.
- x. Medical Certificate obtained from either of Unit Medical Officer or District Medical Officer duly attested by the Unit Officer

B. For Purchase of Ready Built House / Plot / Ready Built Flat

- i. Copy of Agreement of sale on Non – judicial Stamp paper worth Rs.100/-
- ii. Copy of Approved Layout
- iii. Copy of Vendor's registered sale deed.
- iv. Copies of Link Documents for past 15 years
- v. Copy of EC for past 15 years from the date of HBA application.
- vi. Copy of Approved House Plan by Municipality / Gram Panchayath
- vii. Copy of Permission letter issued by Municipality / Gram Panchayath.
- viii. Salary certificates of 2 sureties and applicant duly mentioning all recoveries attested by the drawing officer
- ix. Demand Draft for Rs.500/- drawn in favour of Secretary, Bhadratha and payable at Mangalagiri
- x. Market value certificate issued by Registrar / Sub Registrar concerned.
- xi. Medical Certificate obtained from either of Unit Medical Officer or District Medical Officer duly attested by the Unit Officer

18. Applicant should submit any copies of documents / information asked further while processing his application for legal opinion.

Note: While forwarding, the Unit Officer should ensure that all the documents mentioned in the above check list are enclosed.