

**APPLICATION FORM PRESCRIBED UNDER THE REGULATIONS FOR GRANT OF
LOANS FOR ACQUISITION OF HOUSES BY TS. TRANSCO EMPLOYEES**

1. (a) Name (In Block Letters) :
- (b) Designation :
- (c) Employee I.D.No.
- (d) Scale of Pay :
- (e) Present pay and allowances:
and particulars of deductions.
2. (a) Office in which employed :
- (b) Station where posted :
3. Please State
 - a) Date of entry into service :
and length of service
 - (b) Whether you are a confirmed :
TS. TRANSCO employee or
approved probationer, (Date of
appointment should also be
given).
 - (c) Date of Birth and age on :
next birthday.
 - (d) Date of Retirement :
 - (e) Is your wife/husband a :
TS. TRANSCO Employee? If so,
give her/his name, designation
etc.,
4. Whether you or your wife/husband :
has been sanctioned H.B.A
previously either by Govt/TSTRANSCO
If so please state the G.O/B.Ps in
which the loans are sanctioned.
5. Do you or your wife/husband :
minor children already own a house
or have a house acquired through
out right sale or otherwise? If so,
please state.
 - (a) Station where it is situated :
with exact address.
 - (b) Floor area (in Sq.Meters).
 - (c) Its approximate valuation :
 - (d) Reasons for desiring to own :
another house.
6. (a) Do you require the loan for :
building a new house ? If so,
please indicate.
 - (1) Approximate floor area of the :
House proposed to be constructed
(in Sq.Meters)

(2) Estimated Cost:

Cost of Land	:	Rs.
Cost of Building	:	Rs.

(3) Amount of loan required : Rs.

(4) Mention the Installments i.e Maximum :

Principals:240 and Interest:60

In which the loan with interest is proposed to be repaid (A Plan of the house should accompany the application.

NOTE: Entries in Column.2 will have to be Supported by estimates, and plan at the appropriate stage.

(b) Whether you are already in possession :
of the land? If so, please state.

(1) Name of the city or Town :
where it is located.

(2) whether you wish to settle there, :
after retirement.

(3) Area of plot (in Sq. Meters) :

(4) Name of the Municipal or other local :
authority (if any) in which jurisdiction
it is located.

(5) If no plot or land is already in your :
possession, how and when do you
proposed to acquire one? State the
approximate plot area (in Sq.Meters)
proposed to be acquired.

(6) Do you require the loan for :
purchasing a ready made house.

(i) If so, please state the following :
particulars of the house proposed
to be purchased.

(1) Exact location of the house

(2) Floor area of the house :
(In Sq.Meters)

(3) Plinth area of the house :
(in Sq.Meters)

(4) Age of the house :

(5) Municipal valuation of the house :

(6) Name and address of a agency
Offering for sale.

(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.

(ii) 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 TSTRANSCO 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: