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ASSAM RIFLES GROUP INSURANCE SCHEME (ARGIS)
HOUSE BUILDING ADVANCE

General

1. The Assam Rifles has been deployed in the North East of the country over the last 167 years since its raising on 24 March 1835. The recruitment into the Force being on all India basis, Officers, JCOs and Jawans from other part of the country normally spend their whole service in the difficult areas of the North East. Consequently, acquiring a dwelling unit before retirement becomes a nightmarish task for them due to the limited leave period and the hassles in getting a loan through Civil loaning agencies. The limited amount of funds available with the Government for loan as house building advance further adds to their difficulties. An idea has been mooted to introduce a house building advance scheme for the welfare of Assam Rifles personnel from Assam Rifles Group Insurance Fund (ARGIF), on the analogy of Army Group Insurance and the Air Force Group Insurance Fund. Under this Scheme, it is proposed to effect the deduction of Equated Monthly Instalments (EMI) from the Individual directly through Central Pay Bill Office (Assam Rifles) (CPBO (AR)/Pay & Accounts Office (Assam Rifles) for remittance to ARGIF. The proposed by laws and guiding principles of the Scheme are enumerated in the succeeding paragraphs:-

Admissibility

2. The loan will be admissible for the under-mentioned purposes, subject to the property being registered / owned by the member or at best jointly with his / her spouse :-

- (a) Purchase of a house for living purpose only on outright Purchase or on instalment basis under self financing scheme.
- (b) Purchase of house / flat under self – financing schemes floated by Central / State Government Housing Boards / Development Authorities.
- (c) Construction of a new house on a plot owned by the member or jointly with his / her spouse with plans duly prepared by Registered Engineer / Architect and approved by competent authority under the law.
- (d) Purchase of a new house / flat from Registered Co-Operative Housing Societies/ indl house.

3. The loan is NOT admissible for the following :-

- (a) Purchase of plot of land.
- (b) Payment of registration / earnest money deposits.
- (c) Purchase of Dwelling Unit on hire-purchase basis.
- (d) **If similar advance has been taken from HDFC or any other loan advancing agency.**
- (e) Re-payment of loan or advance taken from any other source.
- (f) Purchase / Construction of a Dwelling Unit for commercial purposes.
- (g) Addition / alteration / improvement to an existing property.
- (h) Purchase / Construction of a dwelling Unit outside India.
- (j) Purchase / construction of a dwelling Unit which is jointly owned by member and mother or member and father or member and son / daughter or any other blood relations.

Eligibility

2. **General**

(a) All serving Assam Rifles personnel Rifles Cadre Officers / Assam Rifles Medical Officers (ARMOs) while being members of Assam Rifles Group Insurance Scheme (ARGIS), except Nepali domiciles during service and fulfilling eligibility conditions will be considered for the house including Assam building loan provided they have minimum unbroken period of service in Assam Rifles as under :-

- | | | | |
|------|----------|---|--|
| (i) | Officers | - | After completion of 5 years of service in respective ranks |
| (ii) | JCOs/OR | - | do - |

(b) Must be married.

(c) Residual service for HBA loan from ARGIS revised wef 01 Jun 2017 as under :-

- | | | | |
|-------|----------|---|----------|
| (i) | Officers | - | 10 years |
| (ii) | JCOs | - | 10 years |
| (iii) | OR | - | 15 years |

(d) If both husband and wife are service personnel, the loan is admissible to only one of them.

(e) Member / spouse should not already own a house / flat.

(f) **The member must satisfy that :-**

(i) He is in a position to meet the full cost of flat / house including anticipated escalation.

(ii) He will get the clear and unencumbered title to the house / flat.

(g) The house / flat constructed / acquired should be used only for residential purposes. Use of this property in any other manner will be in violation of the conditions for grant of HBA.

5. **For Construction of a House.**

(a) The land must be owned by the member or jointly with his / her spouse and it should be specifically earmarked in revenue and court records for residential purposes.

(b) Title of the land must be clear and free from encumbrances.

(c) The house must be constructed as per the plan approved by Municipal Corporation / Competent Authority under the law and specifications on the basis of which the advance can be sanctioned.

(d) Completion certificate will be obtained from the competent authority and forwarded at the end of construction.

6. **For Purchase of Ready-Built House / Flat**

House / flat must be newly built and not lived in since construction.

Should be acquired on outright basis under self-financing scheme and not on hire purchase.

Member should have the right to mortgage the house / flat to ARGIS.

Cost of house / flat should not have been already paid by the member.

In case of purchase through State Housing Boards.

(i) The board should offer for sale, vacant possession of ready-built, clearly distinguishable new house / flat on outright purchase under a self financing scheme or instalment basis.

(ii) Title of the member to the house / flat should be unencumbered and final as certified by the Board.

In case of purchase from Co-operative Societies, Registered Private Colonisers and Registered Builders.

(i) The society / coloniser / builder should have clear, absolute and marketable title to the land.

(ii) The member should have clear, marketable title to the house / flat.

(iii) The scheme under which the member has applied must be sanctioned by the municipal authorities of the city / town and he should be a registered member of the Society.

Amount of Loan

7. Loan amount revised wef 01 Jun 2017 as under :-

- | | | | |
|-----|----------|---|-------------|
| (a) | Officers | - | Rs. 20 lakh |
| (b) | JCOs/OR | - | Rs. 10 lakh |

8. Only one house building loan is admissible to a member during the entire Service. No supplementary or additional loan application will be entertained.

Repayment Capacity

9. The loan taken must be paid back in 15 years i.e 180 months i.e in 180 monthly instalments or less :-

- | | | | |
|-----|-----------|---|--|
| (a) | Officers | - | Central Pay Bill Office (Assam Rifles) monthly |
| (b) | JCOs / OR | - | Central Pay Bill Office (Assam Rifles) monthly |

Rate of interest

10. Interest rate on HBA loan 7.5% revised wef 01 Jun 2017.

Submission of Application

11. Printed application form and formats for other legal documents will be available with Ranges / Units. Photocopies of application form will not be accepted. Application duly completed and recommended by the Commanding Officer of the rank of a Colonel / Lieutenant Colonel and in case of others, by the next superior Formation Commander / Head of the Department along with the relevant documents in respect of the eligible members will be forwarded directly to ARGIS.

Sanctioning Authority

12. The ADGAR is the competent authority to sanction the loan. His decision shall be final. Sanction will be accorded subject to the fulfilment of conditions as laid down. Sanction once accorded will not be altered for any reason.

Disbursement of Loan

13. The loan amount would be disbursed in maximum of three instalments depending upon the circumstances of each case, type of Dwelling Unit and payment schedule, after the member has paid 25 per cent of the total cost of the Dwelling Unit / construction cost. The amount will be disbursed as follows :-

(a) **Disbursement Schedule.**

(i) Construction of a House. 40 percent of the loan will be given on the construction reaching plinth level. 40 percent will be allotted construction reaching roof level and balance 20 percent will be given for fixtures and fitting. For this, the member will be required to submit a certificate and a photograph of the work progress at each stage of construction and signed by the Member.

(ii) Purchase of a House / Flat from any Co-operative Housing Society. Loan amount to be released upon receipt of allotment letter of Co-operative Housing Society. A tripartite agreement of this effect shall be signed upon booking of the house by the individual. Subsequently house shall be mortgaged to ARGIS by the builder (ref Para (d) below).

(b) The loan amount for outright purchase of a already built house will be paid to the vendor in lump sum as soon as the applicant executes an agreement and submits other requisite documents including mortgaged deed.

(c) The loan amount for purchase of a house / flat through the Central / State Government Housing Boards under Self Financing Scheme would be paid directly to such agencies in instalments (not more than three) as per the payment schedule on submission of the allotment cum demand letter, surety bond and execution of the tripartite agreement and the special agreement for recovery of dues from the amount payable from the Government / ARGIS.

(d) In case of loan to acquire a house through membership of a Co-operative Group Housing Society / approved coloniser, under Self Financing Scheme, the amount would be released on submission of following:-

- (i) Personal Bond.
- (ii) An agreement to mortgage the house / flat followed by deposition of title deed within maximum of two month of allotment of the house / flat.
- (iii) A promissory note in respect of the principal amount plus the interest.
- (iv) List of members duly registered by Registered Society.
- (v) Share Certificate and allotment cum demand letter.

Recovery of Loan

14. The principal and interest thereon would be recovered monthly through the member's monthly pay in a maximum of 180 Equated Monthly Instalments (EMI) or six months prior to the anticipated date of retirement in the present rank, whichever is earlier. Recovery of simple interest @ 7.50% will be charged on instalments till commencement of EMI.

15. When the loan is disbursed in one lump sum, the recovery of EMI would commence from the date notified at the time of disbursement. If the loan is disbursed in instalments the date of commencement of EMI would be notified at the time of disbursement of last instalment.

16. **Payment of EMI.** The Equated monthly instalment for repayment of the principal and interest on loan once fixed will not be altered.

17. In the event of invalidment / premature retirement / release / dismissal / death of the member before liquidation of the principal amount of the loan and interest in full, the outstanding amount of loan would be recoverable from the benefits that may become payable from the ARGIF viz Saving, Bonus, Death benefits etc and balance from dues of Death Cum Retirement Gratuity, encashment of leave and General Provident Fund after adjustment of Government dues, if any.

18. Under no circumstances will the house / flat be transferred or sold before the House Building Advance and interest has been fully repaid to ARGIS.

Mid Term Finalisation of loan

19. For mid term finalisation of loan given, the loanee will be required to clear his complete outstanding dues in one lump sum. No partial lump sum payments shall be acceptable. In the event of mid term finalisation, the House Building Advance linked insurance also stands terminated and no refund is made for the balance period.

Default in Payment

20. No notice or intimation shall be given to the loanee regarding his obligation to pay by due date. It shall be entirely his responsibility to maintain sufficient balance in the Bank to ensure prompt and regular payment including interest and all other amounts payable by the borrower to ARGIS on the dates and in manner herein provided.

21. In case of non-payment of EMI, a penal interest at the rate of 18 percent per annum will be charged till the amount is received by ARGIS.

22. The ARGIS will NOT entertain any correspondence regarding justification of non payment of EMI. EMI not paid within the stipulated time, a penal interest will be charged.

23. In all cases of dis-honouring of cheques, the matter will be brought to the notice of the Commanding Officer and Formation Commander / Head of the Department of the member and the Discipline and Vigilance Branch of HQ DGAR. In case of defaulters, apart from the payment of penal interest at 18 percent per annum the ARGIS reserves the right to initiate suitable disciplinary / legal action as warranted.

Premature Retirement

24. In case of premature retirement, all personnel will be required to submit the following certificate duly countersigned by the Commanding Officer / Formation / Head of the Department along with the application for premature retirement and a copy of the same will be endorsed to the ARGIS. A copy of the same will also be endorsed to the ARGIS Branch, Pay & Accounts Office (Assam Rifles) and Central Pay Bill Office (Assam Rifles) (CPBO (AR).

(a) Certified that I have taken / not taken House Building loan from ARGIS amounting to Rs. _____ (Rupees _____) only on _____ and have duly paid back the loan and interest thereon.

(b) Certified that I have taken House Building loan from ARGIS amounting Rs. _____ on _____ and _____ (Number of monthly instalments) each of Rs. _____ (EMI) are outstanding against me (on account of the said loan and interest thereon). I (No _____ Rank _____ Name _____) hereby undertake to clear the balance amount before I proceed on premature retirement. In case I fail to do so, the entire balance amount along with penal interest at the rate of 18 percent per annum be recovered from the dues payable to me by ARGIS and from the GPF and encashment of leave (after adjusting any Government dues).

Liability to Refund in Lump Sum.

25. If at any time it is found that the member has obtained a loan from ARGIS by misrepresentation, misstatement or fraud or if he commits any breach of terms and conditions of the lease / sub lease rules / instructions issued from time to time or he fails to submit the requisite documents, he will without prejudice to any other disciplinary action against him, become liable to repay in one lump sum the entire amount of the loan or the outstanding loan together with interest to the HBA account, ARGIS without any demur. Failure to do so will attract penal interest as mentioned at Para 21 above and appropriate disciplinary and legal action as per Para 23 above.

Execution of Mortgage Deed.

26. Members granted loan from ARGIS would be required to create a first charge on the property by deposition of title deed and schedule of property in original with the ARGIS or in such other form or manner as required by ARGIS at its sole discretion.

27. The total amount of HBA granted and other HB loans raised together should not exceed the amount of death benefit i.e. Rs. 50 lakh and 30 lakh for offrs and JCOs/OR respectively.

Interpretation of Rules

28. If any dispute or difference of opinion arises regarding interpretation of the wordings of these rules or agreements, made there under or any decision taken or proposed to be taken in accordance with these rules or agreements the decision of ARGIF shall be final and binding on the members without any demur.

Jurisdiction of Courts

29. In the event of any dispute arising with regard to the rules, agreements and deeds executed there under, the same shall be subject to the jurisdiction of Shillong only.

Re-conveyance

30. After the loan together with interest has been repaid in full, the property mortgaged to the Director General Assam Rifles will be reconvened to the member.

31. The original sale deed and other documents deposited by the member shall also be returned to him. A receipt thereof shall be taken from the member and kept on record along with a copy of the re-conveyance deed.

Insurance of the Property

32. Immediately on completion of construction / purchase of the house / flat, the member shall insure the house / flat at his own cost against damage by fire, flood, earthquake, lightning and rioting for not less than the loan amount. The insurance cover note is to be forwarded to ARGIS regularly every year unless the first mortgage is the President of India. In such cases photocopy of the Insurance Cover note will be forwarded.

Maintenance.

33. The house / flat must be maintained in good condition by the member. He shall keep it free from all encumbrances. All municipal and other local taxes / charges shall be paid by the member regularly. A certificate to this effect shall be furnished by the member annually to the ARGIS.

Cost and Expenses.

34. The borrower will undertake to pay forthwith on demand to ARGIS all cost and expenses (including legal costs between legal counsel and clients on full indemnity basis) incurred and / or to be incurred by ARGIS for investigation of title to any property offered as security and for the preparation, execution, preservation, performance, enforcement and realisation of this agreement, security documents creating and / or evidencing the creation of any security of ARGIS loan.

35. Directorate General Assam Rifles (HQ DGAR) Legal branch shall provide the legal cover for the scheme.

Review of Scheme.

36. Based on the experience gained over a period of time, efforts will be made to stream-line the Scheme and procedures further. The ARGIS Board of Trustees reserves the right to review the scheme from time to time as considered necessary.

Conclusion

37. The Scheme has been introduced with a view to assist the members to acquire a dwelling unit while in service. In order to enable ARGIF to give this benefit to maximum members, requisite co-operation from all members with regard to the execution of document and prompt payments are absolutely essential. It will be in the interest of the members, their next of kin and ARGIF that all documents are completed in full. Keeping this in view, the recommending authorities are requested that the cases are scrutinized on merit, based on the personal financial management record of the individuals before the applications are forwarded to ARGIF. Needless to say that the noble step taken towards grant of loan as HBA from ARGIS shall go a long way towards the welfare of each rank of the Force and help in owning a proper house before proceeding on pension.

Station : Shillong

Dated : ___ Aug 2017

(P A Mathew)
Comdt
Director, ARGIS

DETAILS OF DOCUMENTS TO BE SUBMITTED WITH APPLICATION

1. (a) Application Form (HBA/ARGIF/01).
- (b) Certificate of CO / Fmn Cdr / Head of the Department (HBA/ARGIF/02).
- (c) Copy of allotment letter and payment schedule (not in case of self construction).
- (d) Location Sketch/diagram cum Cert showing boundaries
- (e) Copy of latest pay bill.

Documents to be submitted after Tentative Approval of Loan Amount in all Cases.

2. (a) Letter of Authorization to PAO (AR) /CPBO (AR) as per HBA/ARGIF/03 & 04 in quadruplicate.
- (b) Pre-receipt on form HBA/ARGIF/05 (duly signed on Re 1/- revenue stamp).
- (c) Surety Bond from one ARGIF member (HBA/ARGIF/06) on non-judicial stamp paper of appropriate value.
- (d) Declaration (HBA/ARGIF/07) by borrower on non-judicial stamp paper.
- (e) Affidavit (HBA/ARGIF/08) by the Nominees(s) of the Borrower on non-judicial stamp paper duly attested by 1st Class Magistrate / Notary Public.
- (f) Receipt in support of payment of 25% of cost of the Dwelling Unit, from own source, in original.
- (g) Special Power of Attorney (HBA/ARGIF/09) (If required).
- (h) Letter of under taking for advance against immovable property (HBA/ARGIF/11).
- (j) Letter of Deposition of title deeds by Mortgagor (HBA/ARGIF/12).
- (k) Promissory Note (HBA/ARGIF/22) (on receipt of each instalments) including Mortgage Deed in favour of Director General Assam Rifles.

Documents to be submitted in addition to those mentioned at Para 2 above for Specific Cases after Tentative Allotment of Loan Amount.

3. Borrower who have not availed Govt HBA

(a) For purchase of House / Flat under Self Financing Scheme of Housing Board / Statutory Bodies

- (i) Allotment letter in original.
- (ii) Original search cum non-encumbrance certificate from the Housing Boards / Statutory Bodies (generally this is endorsed on allotment letter, in the absence of the same, this certificate must be obtained from the Boards / Statutory Bodies and submitted).
- (iii) Tripartite agreement as per HBA/ARGIF/17 among the borrower, ARGIF and the Housing Boards / Statutory Bodies duly signed by the Housing Board / Statutory Body.
- (iv) Certificates as per HBA/ARGIF/20 and 21.
- (v) Permission of the board to mortgage the property to ARGIF.

(b) For purchase of House / Flat from Co-operative Housing Societies under Self Financing Scheme

- * (i) Allotment letter in original.
- * (ii) Sale / lease deed in the name of the society in original duly authenticated.
- * (iii) All receipts for payment made to the Society in original.
- * (iv) Letter of consideration from the allotting agency respect of the land in favour of the Society.
- * (v) Approved copy of the floor plan and certificate stating the cost of the flat.
- * (vi) Bye Laws of Society duly authenticated.
- * (vii) Share certificate(s) in original.
- * (viii) Letter of registration of the Society duly authenticated with the list of Society members as issued by the office of the registrar of Societies.
- (ix) Personal bond HBA/ARGIF/18.
- (x) Agreement as per HBA/ARGIF/16.
- * (xi) Letter from Society on its letterhead (HBA/ARGIF/19).
- * (xii) A search report from an advocate for last 30 years on behalf of the society.

Note : 1. The ARGIF retains the right not to approve a Coloniser / Builder / Developer without assigning reasons. It will however not be responsible for any default or delay by the Coloniser / Builder developer.

2. The ARGIF retains right to link payment of instalment to the progress of construction. For this, the Borrower would be required to deposit a certificate with photographs as per HBA/ARGIF/14.

3. The ARGIF will not be responsible in any manner what so ever towards claims made by the borrower on the Coloniser or Builder or vice-versa.

4. The documents marked * should be submitted with application form.

(c) **For outright purchase from Housing Boards / Statutory Bodies**

(i) Letter in original from the Housing Board / Statutory body in favour of the applicant offering for sale / vacant possession of ready built clearly distinguishable new house / flat on outright purchase basis indication cost and accommodation available.

(ii) Non-encumbrance certificate in original issued by the Housing Board / Statutory Body.

(iii) Agreement as per HBA/ARGIF/16.

(iv) Tripartite Agreement as per HBA/ARGIF/17 among the Borrower, ARGIF and the Housing Board / Statutory Bodies duly signed by the Housing Board / Statutory Body.

(v) Certificate as per HBA/ARGIF/20 & 21.

(vi) Permission of the board to mortgage the property to ARGIF.

(d) **For Construction of House**

(i) Registered title deed in favour of member, in original in respect of the plot of land.

(ii) Mutation certificate showing land duly transferred in member's name in revenue records.

(iii) Non-encumbrance certificate issued by Sub Registrar.

(iv) Search report issued by local Government Advocate along with the inspection report in original.

(v) Building plan in original prepared by Registered Architect and sanctioned by the competent authority.

- (vi) Building Estimate as per HBA/ARGIF/15.
- (vii) Agreement as per HBA/ARGIF/16.
- (viii) Affidavit from the spouse of the borrower, if the land is jointly owned by the member and spouse indicating his / her willingness for mortgage of his / her property jointly as security for the loan, by the Borrower on non-judicial stamp paper of appropriate value duly executed before 1st Class Magistrate / Notary Public.
- (ix) Photograph of the work with date and endorsement as per HBA/ARGIF/14 at the back.
- (x) Change of land use certificate from Tehsildar / SDM / Collector in case of construction of Agricultural land.

4. **Borrowers who have availed Govt HBA**

(a) **For purchase of House / Flat under Self Financing Scheme of Housing Board / Statutory Bodies**

- (i) Copy of allotment letter duly authenticated.
- (ii) Copy of search cum non-encumbrance certificate from Housing Board / Statutory Bodies (Generally this is endorsed on allotment letter, in the absence of the same, the certificate must be obtained from the board / Statutory bodies and submitted (HBA/ARGIF/13).
- (iii) Tripartite agreement as per HBA/ARGIF/17 among the borrower, ARGIF and the Housing Boards / Statutory Body.
- (iv) Certificates as per HBA/ARGIF/20 and 21.
- (v) Permission of the board for raising a second mortgage in favour of ARGIF.

(b) **For purchase of House /Flat from Co-operative Housing Societies under Self Financing Scheme**

- #(i) Copy of Allotment letter duly authenticated.
- #(ii) Draft Sale / lease deed in the name of the society duly authenticated by the Society.
- (iii) Copy of receipts for payment made to Society.
- #(iv) Letter of consideration from the allotting agency respect of the land in favour of the Society duly authenticated.
- #(v) Bye Laws of Society duly authenticated.
- #(vi) Approved copy of the floor plan and certificate stating the cost of the flat.

#(vii) Copy of Share certificate(s).

#(viii) Letter of registration of the Society duly authenticated with the list of Society members as issued by the office of the Registrar of Societies.

(ix) Personal bond (HBA/ARGIF/18).

#(x) Letters from Society on its letter head (HBA/ARGIF/19).

#(xi) A search report from an advocate on behalf of the Society.

Note : 1. The ARGIF retains the right not to approve a Coloniser / Builder / Developer without assigning reasons. It will however not be responsible for any default or delay by the Coloniser / Builder / Developer.

2. The ARGIF retains right to link payment of instalments to the progress of construction. For this, the Borrower would be required to deposit a certificate with photographs as per HBA/ARGIF/14.

3. The ARGIF will not be responsible in any manner whatsoever towards claims made by the borrower on the Coloniser or Builder or vice-versa.

4. The documents marked # should be submitted with application form.

(c) **For outright purchase from Housing Boards / Statutory / Bodies**

(i) Copy of letter from the Housing Board / Statutory Body in favour of the applicant offering for sale vacant possession of ready built clearly distinguishable new house / flat on outright purchase basis indicating cost and accommodation available, duly authenticated.

(ii) Copy of Non-encumbrance certificate in original issued by the Housing Board / Statutory Body duly authenticated.

(iii) Agreement as per HBA/ARGIF/16.

(iv) Tripartite Agreement as per HBA/ARGIF/17 among the Borrower, ARGIF and the Housing Board / Statutory Bodies duly signed by the Housing Board / Statutory Body.

(v) Certificate as per HBA/ARGIF/20 & 21.

(vi) Permission of the board from raising a second mortgage in favour of ARGIF.

(vii) Tripartite Agreement as per HBA/ARGIF/17.

(d) **For Construction of House**

- (i) Copy of Registered title deed in favour of member, in respect of the plot of land.
- (ii) Copy of Mutation certificate showing land duly transferred in member's name in revenue records.
- (iii) Copy of Non-encumbrance certificate issued by Sub Registrar.
- (iv) Search report issued by Local Government Advocate along with the inspection report in original.
- (v) Copy of the Building Plan prepared by a Registered Architect and sanctioned by the competent authority.
- (vi) Building Estimate as per HBA/ARGIF/15.
- (vii) Agreement as per HBA/ARGIF/16.
- (viii) Affidavit from the spouse of the borrower, if the land is jointly owned by the member and spouse indicating his / her willingness for mortgage of his / her property jointly as security for the loan, by the Borrower on non-judicial stamp paper of appropriate value duly executed before 1st Class Magistrate / Notary Public.
- (ix) A set of two photographs with an endorsement as per HBA/ARGIF/14 at the back.
- (x) Change of land use Certificate from Tehsildar / SDM / Collector in case of construction of Agricultural land.

INSTRUCTIONS FOR TYPING ON NON-JUDICIAL STAMP PAPER

1. The legal documents like HBA/ARGIF/06, 07, 08, 09, 17 and 18 are required only on non-judicial stamp papers. In case non-judicial stamp papers are not available Good quality bond paper affixed with 'SPECIAL ADHESIVE' Stamps could be used for typing of the required formats. Plain papers affixed with Notarial and court fee stamps are NOT ACCEPTABLE.
2. The value of non-judicial stamp papers must be of a minimum of Rs. 10/- or of appropriate value depending upon the text obtained only in the name of the executants.
3. The prescribed text should not be altered except deletions / striking off wherever not applicable has been indicated.
4. A clear margin of 3 Cms is to be kept on left hand side, top and bottom of the paper.
5. Scoring / over typing should be avoided if such things do occur, the alterations, scoring and over typing are to be attested by the applicant / executant on the left hand margin.
6. The text is to be typed only on the front of the stamp paper. Stamp paper with typing on the back side will NOT be accepted.
7. Wherever "SCHEDULE OF PROPERTY" is referred to in Mortgage Deed, Personal Bond etc, such Schedule is to be described at the appropriate place by giving details as described in the original sale / title deed of the property.
8. The text with reference to signature of witnesses should appear on the same page where the signatories to the deed (applicant and Sanctioning authority) are required to sign. The date column is to be left blank for filling up at ARGIF.
9. Amount and interest rates are to be filled on the basis of the sanction letter. Any other column where doubt exists, such column may be left blank for filling up at ARGIF.
10. The borrower should append his signatures on each page of all legal documents. In addition the surety should also sign on each page of the surety bond.
11. Where more than one copy is required to be submitted, extra copies are also to be typed on non-judicial stamp paper only. Xerox / attested copies shall not be accepted.
12. Applicants are advised to read through the text of the draft deeds in the booklet in their own interest, so as to avoid misrepresentation of facts and undue delay in release of loan instalments.
13. **Personnel Who Can Stand Surety.** All Officers / JCOs / OR who would retire after the borrower are eligible to stand surety for the borrower **provided that the individual has not stood surety for any other member.** However, only a Commissioned Officer will be eligible to stand surety for an officer. The liability of the surety will continue till the house / flat purchased / built is mortgaged to the ARGIF or till interest due thereon is repaid, whichever is earlier.

INSTRUCTIONS FOR SCRUTINY BY CO / FMN CDR / HEAD OF THE DEPARTMENT**1. General**

- (a) The application is completed in all respects and all details mentioned therein are correct.
- (b) The applicant has more than five years service and not involved in any disciplinary case and has not applied for premature retirement.
- (c) The proposed cost of the house / flat does not exceed the prescribed limit.
- (d) All documents as enumerated in the booklet must be attached and are in order.
- (e) The applicant should be in a position to pay the balance cost including the anticipated escalation.
- (f) In case of purchase from Co-operative Society the applicant must enclose a copy of the letter from the Registrar of Co-operative Societies indicating whether the Society is registered with him and a letter from the Society's Lawyer that the property is free from encumbrances. In case of purchase from private registered builders the application must have the following :-
 - (i) Valuation Certificate by registered valuers.
 - (ii) Letter from the Municipal / competent authority indicating that the builder is registered and that the scheme is authorized.

2. Advance for Purchase of Ready Built House / Flat

- (a) It should be ensured that the applicant possesses a clear marketable title to the property.
- (b) It should be ensured that the applicant possesses a clear marketable title to the property or that he will acquire a clear marketable title to the property immediately on purchase.
- (c) The property should be free from encumbrance.
- (d) The supporting documents like copy of the letter from the Society / Housing Board, etc should be checked to see that they are in order.

3. Construction of House

- (a) The applicant should indicate the approximate cost of the land and the cost of the proposed building. The proposed cost of the building (excluding cost of land) should not exceed the limit prescribed.
- (b) It should be ensured that the applicant shall possess a clear marketable title to the land.

(c) The property should be free from encumbrance and non-encumbrance certificate and the certificate from the Govt Pleader should be verified.

(d) The proposed sight for construction should be earmarked in the Revenue records and / or Court records for residential purposes.

(e) The supporting documents should be checked to see that they are in order.

(f) Applicant's title to the property should be verified.

4. The security of application and recommendations thereon by the countersigning authority are not binding on ARGIF. This office retains the right to reject the application or modified loan amount under the frame work of the existing rules.

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

AFFIX RECENT
PHOTOGRAPH OF
APPLICANT DULY
ATTESTED

FOR USE AT ARGIS DTE

Amount applied _____

Amount Sanctioned _____

No of installments _____

Schedule of installments (i) _____

(ii) _____

(iii) _____

Period sanctioned _____

EMI _____

Date Commencement of EMI _____

1. PERSONAL DETAILS

Name	
AR NO	
RANK	
FATHER's NAME	
PARENT UNIT	
PRESENT UNIT AND ADDRESS WITH PIN NO AND MOBILE NO	
DATE OF BIRTH	
DATE OF COMMISSION/ ENROLMENT	
DATE OF RETIREMENT	
RESIDUAL SERVICE	YEAR MONTHS

Applicant's Signature

Date:

2. **PERMANENT ADDRESS :-**

VILL/HOUSE NO	
PO	
TEHSIL	
DIST	
STATE	
PIN	
MOBILE NO	
e-mail ID	-

3. **LOAN DETAILS:-** (Tick as applicable)

(a) Previous loan(s) taken from ARGIS, banks or any other institutions _____.

(b) **Purpose of loan.**

(i) For construction of house.

(ii) Ready built house.

(c) **Estimated Cost.**

(i) Total Cost of construction of a House ;

(ii) Cost of Ready built House/Apartment :

(d) **Source of Fund.**

(i) Loan from AGIS :

(ii) Withdrawal from GPF :

(iii) Disposal of investment :

(iv) Savings from Bank :

Total :

Note : Estimated cost and source of fund should be equal.

It is important that you indicate in detail the source from where the cost will be met in order to help us process your application faster.

Applicant's Signature

Date:

4. **FINANCIAL INFORMATION**(a) **PAY DETAILS CPBO(AR)**. (Please attach documentary proof)

Credits	Debits
Basic Pay	GPF
Special Pay	Monthly Income Tax
DA	ARGIF
Miscellaneous* (Permanent allowances only)	Miscellaneous\$
	EMI on loans taken @
Total	Total

(b) **LOANS REQUESTED**

Total Amount	
Term of loan (No. Of Months)	
Amount required in each installment (Not more than three)	
Date on which each installment is required (Not more than 180 months)	
Max amount payable as EMI by applicant	
Account Holder Name	
Account No.	
Payable at	
IFS Code	

Applicant's Signature _____

Date:

**5. DETAILS OF PROPERTY (TO BE PURCHASED/CONSTRUCTED)
PLEASE COMPLETE AS APPLICABLE**

Address	Details of Dwelling Unit	
Mention Dwelling unit, No, Street, City and PIN Code	Area of Land _____ Sq Mtrs/Sq Ft	
	Built-up Area _____ Sq Mtrs/Sq Ft	
	Cost of Land Rs. _____	
	Cost of construction/Purchase:.	
Housing Scheme Sponsored by/Construction		
	Stage of construction Reached _____	
	YES	NO
	Are you the sole/co-owner Of the Dwelling Unit? <input type="checkbox"/>	<input type="checkbox"/>
Total No and amount of installments Payable _____	Is the Legal Title to the Dwelling Unit clear? <input type="checkbox"/>	<input type="checkbox"/>
Rs.------(Rupees----- -----Only)	Will ARGIF be able to Obtain First Mortgage of the Dwelling Unit? <input type="checkbox"/>	<input type="checkbox"/>
	(Except in case of Govt loan)	

6. DECLARATION(a) I solemnly declare that the details/information furnished in the application form in reply to various items indicated above are true and correct to the best of my knowledge and I have not willfully suppressed any material information.

(b) I have read the rules regulating the grant of house loan from ARGIF for construction/purchase of house/flat etc and agree to abide by the terms and conditions stipulated therein from time to time.

(c) I will promptly notify ARGIF any event or circumstance, which might be operative as a cause of delay in commencement or completion of the construction of the dwelling unit or delay in purchase.

(d) I do not already own a house either independently or jointly with my spouse/minor child.

Or

I own a house in the village and now wish to settle in a town.

Or

I have inherited a house jointly with other relatives and now wish to purchase/construct independently/jointly with my spouse.

(e) The cost of the house/flat for which loan has been applied for has not already been paid me.

(f) I shall ensure that the house/flat will be insured against fire, flood, lightning and rioting and kept free from any encumbrances till the loan and interest are outstanding as per the rules of ARGIF. I will also promptly inform ARGIF about any loss or damage to the property due to any act of God and others such as fire, earthquake, flood storm, tempest, typhoon or malicious damage and other risks against which the property may not have been insured.

(g) I will ensure adequate balance in my IRLA to pay the EMI and also ensure that cheques issued by me do not get dishonored, failing which, I agree to pay penal interest as stipulated in the rules. In the event of not meeting either of the preceding conditions, I shall also be liable to disciplinary action.

Applicant's Signature

Date:

- (h) I agree that my loan shall be governed by the rules and regulations of the ARGIF, which may be in force from time to time. Once the terms and conditions are fixed they will not be changed except return of full principal amount and the interest in one lump sum.
- (j) I will not leave India for a long-term stay abroad without clearing the loan and interest thereon in full as per the ARGIF rules.
- (k) I certify that I have not applied for pre-mature retirement and do not propose to proceed on premature retirement till the loan is liquidated.
- (l) I will be solely responsible for any negotiation with the builder or the society in case of any delay/ stoppage of construction. However, I undertake to continue to pay the interest/EMI even if there is any delay in construction or change in payment of installment of cost. I also agree to abide by any decision taken by ARGIF in this regards.
- (m) I will inform ARGIF about any change in my present as well as permanent address/change in employment/ release/discharge/premature retirement and telephone number.
- (n) I will allow any person/agency authorized by ARGIF to have free access to the property for the purpose of inspecting the progress of construction and the accounts of construction to ensure proper utilization of the ARGIS Funds.
- (o) I will not merge or amalgamate the property with any other adjacent property nor create any right of way or any other easement on the property.
- (p) I will not stand surety for any body or guarantee the repayment of any loan or overdraft or the purchase price of any asset.
- (q) I will not sell or transfer the house/flat before the HBA loan along with interest and any other dues are paid to ARGIS in full.
- (r) I will deposit my outstanding HBA loan before applying for retirement/discharge.
- (s) I have not taken/applied for any loan from Govt/Banks/Financial Institutions except as stated in the application (To be written by indl by his own handwriting).
- (t) eSaus fdlh Hkh cSad] for laLFkkvksa vFkok vU; fdlh laLFkk ls yksu ugha fy;k gS vkSj u gh mi;ZqDr yksu ds vfrfjDr dgha vlykbZ fd;k gSA (To be written by the indl by his own handwriting)

Note: Strike out which is not applicable.

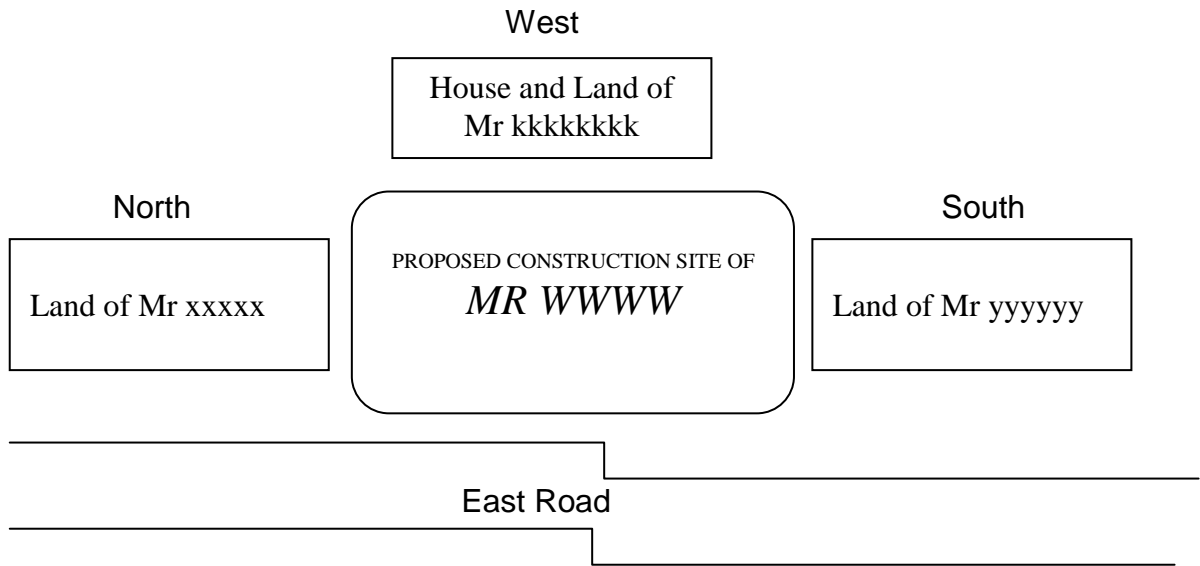
Applicant's Signature _____

Name: _____

Rank: _____

Date: _____

SPECIMEN ONLY
LOCATION SKETCH



CERTIFICATE

Certified that the above depicted plot belongs to Mr _____ s/o
 _____ and located at Vill _____ PO
 _____ Dist _____ State _____. He is
 planning to construct his house building on it and said land is bounded by under
 mentioned boundaries :-

South : _____
 North : _____
 East : _____
 West : _____

Sign of Indl

Sign of Auth Engr

TO BE COMPLETE BY CO/FMN CDR/HEAD OF THE DEPARTMENT

1. I have scrutinized the ARGIF House Building loan application of Regt No. _____ Rank _____ Name _____ as per instructions enclosed in the application and have satisfied myself of the correctness of the facts stated therein.

2. My recommendations are as follows: -
 - (a) Amount recommended for approval ₹ 10,00,000/- or ₹ 20,00,000/-.
 - (b) Number of installments (depending on date of retirement).

3. I also certify that: -
 - (a) The application is complete in all respects and all details mentioned therein are correct.
 - (b) The applicant has got/will get a clear un-encumbered title to the property.
 - (c) His capacity to liquidate the loan together with interest can be relied upon.
 - (d) The amount of loan recommended above falls within the repaying capacity of the applicant.
 - (e) Scrutiny of service documents/personal file reveals that there are no disciplinary cases against the individual.
 - (f) The applicant has not applied for premature release from service.
 - (g) The applicant has not applied for any loan from Govt/Financial Institution except as stated in the application.
 - (h) In case of premature retirement/discharge from service/boarding out on medical grounds/death of the individual the ARGIF will be immediately informed so that the recoveries of balance amount if any, can be affected.

Unit Seal
Dated:

Signature
Name
Rank
Designation

Final docus starts here

HBA/ARGIF/03

LETTER OF AUTHORISATION CPBO(AR)/PAO(AR)/COMMANDANT
TO DEDUCT EMI FORM THE MONTHLY PAY

1. I, Service No _____ Rank _____ Name _____ Unit _____ hereby voluntarily authorize PAO(AR)/CPBO(AR)/Commandant to deduct EMI on account of HBA loan taken from the ARGIF from pay and allowances entitlement monthly basis and remit the same to Assam Rifles Group Insurance Fund on my behalf.

Witness (1)
Name
Address

Signature of applicant
Date
Unit

Witness (2)
Name
Address

COUNTERSIGNED

Date : _____

Unit Stamp

**CO/Fmn Cdr/Head of the
Department**

LETTER OF AUTHORISATION TO UPAO(AR)/PAO(AR)/COMMANDANT TO RECOVER OUTSTANDING LOAN

1. I, service No_____ Rank _____ Name _____ in the event of my becoming non-effective in Assam Rifles for any reason, I hereby voluntarily authorize UPAO(AR)/PAO(AR)/Commandant to pay Assam Rifles Group Insurance Fund on my behalf, an amount equivalent to the House Building Loan including interest outstanding in my loan account and as intimated by ARGIF to UPAO(AR)/PAO(AR) out of my GPF Fund account, encashment of leave, DCRG and IRLA balance as and when such GPF Fund Account or IRLA is finalized (after deducting Government dues).

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)

Signature of applicant

Name

Date

Address

Unit

Witness (2)

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

Name

Address

Signature of NOK

Name :
Relation
Age
Date ...

COUNTERSIGNED

Date : _____

Unit Stamp

Department

PRE-RECEIPT

1. Received from Director, Assam Rifles Group Insurance Fund, Shillong a sum of Rs _____ (Rupees _____) only on account of first/ second/ third installment of Housing Building Loan due to be paid on (date) _____
2. I hereby authorize the Director, ARGIF to pay the above amount directly to my account No. _____ by (date) _____ under intimation to me.
3. Under the rules of the scheme, I agree to the deduction of any amount outstanding due to any default in payment of Pre EMI interest payable by me on the loan taken so far with penal interest and the balance to be remitted to _____. The amount deducted, from the installment will be paid by me to _____ directly through a Bank draft/pay order.

Signature : -

(To be signed over Re 1/- Revenue Stamp)

Name

Rank

No

Unit

COUNTERSIGNED**CO/FMN CDR / Head of the Department**

Note : Pre-receipt duly completed should be submitted at least 45 days prior to the date of payment of each installment

NON-JUDICIAL STAMP PAPER

HBA/ARGIF/06

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS that I
 _____ (surety's name) son of
 _____ a resident of _____ in the
 _____ district of _____ (hereinafter called the
 Surety) am held and firmly bound unto the Assam Rifles Group Insurance Fund
 (hereinafter called the ARGIF which expression shall unless excluded by or repugnant to
 the subject or context include his successors in office and assignee) in the sum of Rs
 _____ (Rupees) to be paid to the ARGIF FOR WHICH
 PAYMENT to the well and truly made. I hereby bind myself, my heirs, executors,
 administrators and representatives firmly these presents. As witness my hand this day of
 two thousand).

WHEREAS _____ (borrower) son of
 _____ a resident of in the district of
 at present employed in the Assam Rifles (hereinafter " called the borrower") is due to retire
 on applied to the ARGIF for a loan of Rs for the purpose of
 constructing a new house/ purchasing a ready-built house. AND WHEREAS the ARGIF
 sanctioned the payment of Rs (Rupees only) under
 Rules/framed by the ARGIF to regulate the grant of housing loan to its members for
 building house/purchasing ready built flat/house vide the ARGIF letter No
dateda copy of which is annexed to this
 presents on the terms and conditions set forth therein.

AND WHEREAS the borrower has under taken to repay the said amount in equated
 monthly installments and whereas the borrower has further under taken to mortgage by
 equitable mortgage-house built/purchased with the help of the said amount and to observe
 the provisions of the said rules and whereas in consideration of the ARGIF having agreed
 to grant the aforesaid loan to the borrower the Surety has agreed to executed the above
 bond with such conditions as hereunder is written. Now the condition of the obligation is
 such the if borrower shall while employed in the Assam Rifles duly and regularly pay
 cause to be paid to the ARGIF amount of the aforesaid loan to the ARGIF by installment
 until the said sum of Rs.....(Rupeesonly) shall be duly paid or
 mortgages to the ARGIF, building house/purchasing ready built flat.

NOW THE CONDITION OF THE OBLIGATION IS Such that if Borrower chased referred to above which-ever event happens earlier, then this bond shall be void, otherwise the same shall be and remain in full force and virtues. But so nevertheless that if the Borrower shall die or become insolvent or at any time cease to be in the service of the Assam Rifles, the whole or so much of the said principal sum of Rs..... (Rupeesonly) together with the interest as shall then remain unpaid shall immediately become due and payable to the ARGIF and recoverable from the surety in one installment by virtues of this Bond. In case I do not pay the said amount by the date specified by the ARGIF, the amount due with interest may be recovered from my pay and allowances through the CPBO(AR). In case the required amount is still not made good, the remaining amount with interest, may be recovered from my Survival Benefit of ARGIF and retirement benefits payable, at the time of my retirement. In the event of any litigation, its financial burden will be borne by me, on behalf of ARGIS.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the ARGIF to the said Borrower.

I hereby certify that I have not stood surely for any individual other than _____ son of _____ for the same purpose and will retire subsequent to him/after liquidation of loan sanctioned to him.

Signed and delivered by the said

(Signature of Surety)

Designation

Office to which attached

Date _____

In the present of

1st Witness (Name).....

Address.....

Occupation.....

Signature.....

2nd Witness (Name).....

Address.....

Occupation.....

Signature.....

For use at ARGIF

Signed by DA, ARGIF for and on behalf of ARGIF

In the presence of

1st Witness (Name)

Address

Occupation

Signature

2ndWitness (Name)

Address

Occupation

Signature

Note : 1. Last paragraph, surety's signature counter signature and that of witness should be typed on the same page of **'Non Judicial Stamp Paper.'**

2. Each page of the surety bond should be signed by the surety.

ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE

HBA/ARGIF/07

DECLARATION

I No. _____ Rank _____ Name _____ son of _____ am negotiating a loan of Rs _____/- (Rupees _____) only with Assam Rifles Group Insurance Scheme fund (ARGIF) for the purpose of acquiring/construction of a flat/house at Vill- _____, PO- _____, Dist- _____. As desired by Assam Rifle Group Insurance Fund (ARGIF) and agreed by me, I am assigning my interest in insurance cover, survival benefits, disability as a member of the ARGIF and death benefits accruing from the Government to ARGIF. I hereby authorize the competent authorities to utilize the amount payable to me on my ceasing to be in the service or to my Nominee(s) in the event of my death for making payment to ARGIF. On account of outstanding dues against the loan to be raised by me from the AR Group Insurance Fund. The balance amount, if any, may be paid to me or my nominees(s).

2. I am to intimate that I have received Rs. _____ - _____ from the Government as House Building Advance/I have been sanctioned Rs. _____ - _____ from the Government as House Building advance vide letter No dt I hereby declare that I do not own a House/Flat in my name or in the name of my wife/dependent children.

3. The approximate value of the flat/house is Rs and I have already paid Rs. towards the cost.

4. I further state that all the documents in original i.e. the title deed/sale, allotment letter, demand and mortgage deed etc, which are in the custody of ARGIF would be submitted to ARGIF against the Govt. Loan which has been sanctioned to me vide details quoted at Para 2 above will automatically go to the Managing Director, Assam Rifles Group Insurance Fund without reconvening them back to me and he shall be the custodian of these documents till such time that the dues outstanding against my name are cleared by me or as the case may be.

5. I also fully understand and accept that in the payment of Assam Rifles Group Insurance money/Survival/Disability benefits due from the fund, the assignee stated in Para 1 above have priority over my nominee(s). Necessary affidavit from by nominee(s) enclosed.

6. I have read the rules regulating the grant of House Building Loan from the ARGIF and agree to abide by all the terms and conditions stipulated therein from time to time.
Unit/Accounting Unit _____ Name _____

PAO(AR)/UPAO(AR)

Date _____ Signature _____

RECOMMENDATIONS OF COMMANDING OFFICER/NEXT SUPERIOR FORMATION COMMANDER/HEAD OF THE DEPARTMENT

The request is genuine and is recommended for consideration.

Office Seal of the Unit

Date _____ Signature _____

ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE

HBA/ARGIF/08

AFFIDAVIT

Affidavit of I, Mrs. _____ wife of No. No _____ Rank _____
 Name _____ resident of Vill- _____, P.O- _____ Dist-
 _____. Aforesaid solemnly affirm and says as follows:

1. I have no objection to assigning of interest in the Insurance Cover Death/Disability benefits by my husband Shri _____ as a member of Assam Rifles Group Insurance Fund to Assam Rifles Group Insurance Fund, Shillong for obtaining a loan towards the construction of the house at Vill- _____, P.O- _____ Dist- _____
2. I fully understand and accept that in the payment of Assam Rifles of Assam Rifles Group Insurance money/Survival/Disability benefits from Assam Rifles Group Insurance Fund the assignee, Assam Rifles Group Insurance Fund, Shillong will have priority over me/us.
3. I also declare that, I as co owner in Plot/Khasra No _____ Located at _____ (Property Details) am willing to mortgage the same in favour of Assam Rifles Group Insurance Fund against the House Building Loan taken by my spouse _____

Place _____ Signature _____ Relation : _____ Age : _____

Deponents

Verification

I Mrs _____ wife of Shri _____ of the Assam Rifles aforesaid deponent solemnly affirm and verify that the facts mentioned in paras (1) to (3) above are true and correct to the best of my/our knowledge and nothing is false therein and nothing has been concealed there from.

Verified by me at _____ (place of execution) Signature _____

On this _____ day of _____ (month & Year)

Deponents
 Attested
 Notary Public

Seal Notary public
 Date _____

- Note :**
1. This affidavit is required to be signed by next of kin who is the beneficiary of ARGIF death benefits.
 2. In case of minor children, the 1st witness could be father as the natural and legal guardian. The second witness could be maternal/paternal grand parents and or the children’s mother/brother as a safe guard.
 3. The affidavit should be duly attested by Notary Public.
 - * 4. Strike off whichever is not applicable.
 This paragraph to be in corporate in case the property being acquired/constructed is jointly owned with the spouse.

DRAFT OF THE SPECIAL POWER OF ATTORNEY TO BE EXECUTED

Guidelines for execution

1. To be executed on non-judicial stamp paper as applicable at the place of execution.
2. Signature of both the executant's and the Attorney are to be attested by Notary public/1st class Magistrate.

SPECIAL POWER OF ATTORNEY

KNOW WE ALL MEN BY THESE PRESENT THAT I
 DO HEREBY APPOINT AND CONSTITUTE
 Son of
 (hereinafter called Attorney who as subscribed his signature hereunder in taken of
 identification/presently residing at to be my lawful attorney in my name and on my behalf
 to do any or all of the following acts, deeds and things namely :-

1. To furnish all the details and information required by ARGIF and to give any statement, letter clarification or any other writing required or necessary for securing the said loan from ARGIF and from time to time to follow-up the said loan application and do such other thins and deeds as may be necessary in relation thereto.
2. To accept the loan offer and sign the duplicate thereof in token of my acceptance of the terms and conditions contained therein and to pay on my behalf the legal and inspection fees and any other charges livable in respect of the said loan.
3. To receive the disbursement of the said loan and for that purpose give effectual discharge and give all the necessary information and documents to assist the Technical and Legal Appraisal of the property purchased/ to be purchased with help of the loan.
4. To mortgage my property being with ASSAM RIFLES GROUP INSURANCE FUND (ARGIF), by deposit of title deeds as security for repayment of the loan of Rs.....(Rupees..... only) or such other amount granted or to be granted by ARGIF to me.
1. To deposit on my behalf the documents of title and to state on my behalf to any officer of ARGIF that the said documents are being deposited creating a security on the said property by way of equitable mortgage for repayment of the said man. The Attorney is fully authorized to make these statements and convey intentions to create security on the said property.
2. He is further authorized to make any other statement necessary to create equitable mortgage by deposit of the deeds and also to execute any writings indemnities, etc on my behalf in respect of mortgage of the said property or the guaranteeing of the repayment of the said loan or any other writing whatsoever in respect of the said transactions of the loan granted to me or creation of the said security.

He is also authorized to execute any loan agreement Promissory Note. Letter of Declaration and Indemnity or such other documents as may be required by ARGIF in respect of the said loan. He is also authorized to receive documents on my behalf and executive receipts therefore.

He is authorized to do all such deeds and things as are necessary and incidental to the above AND that any act or statement or writing of my said Attorney in pursuance hereto shall be deemed to be fully authorized and ratified by me.

Dated at

This theday of20.....

Witness :

- 1.
- 2.

Signature of Executant's

.....
(Specimen Signature of Attorney above named)

No, Rank & Name

Unit

Date :

Director
Assam Rifles Group Insurance Fund
HQ DGAR
Shillong - 11

DRAFT OF LETTER TO BE WRITTEN BY THE LOANEE
(To be submitted with the application)

OBTAINING HOUSE LOAN FROM ARGIF BY CREATING
SECOND CHARGE IN THEIR FAVOUR BY "EQUITABLE MORTGAGE"

Sir,

1. I have been sanctioned ARGIS HBA amounting to Rs By vide Assam Rifles Group Insurance Fund letter No Dated I would execute the Mortgage in favour of the President of India and deposit the deeds of title of the property any Mortgage deed to Assam Rifles Group Insurance Fund as per terms of the HBA Rules.

2. Assam Rifles Group Insurance Fund (ARGIF) whom I have approached for an additional housing loan by creation of second charge in terms of the Govt letter No dated and the Rules framed by the ARGIF have consented to advance loan amounting to Rs (RupeesOnly).

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 Assam Rifles Group Insurance Fund by the Mortgage on behalf of this mortgage and that shall be held and retained by the ARGIF only as a Second Mortgage subject and subordinate to rights of the President of India as first Mortgage.

(ii) Assam Rifles Group Insurance Fund shall not at any time or any reason part with such title deeds without the written consent of the First Mortgage and on such conditions as may be imposed by the said Mortgage at its discretion.

(iii) At any time, the said ARGIF cease to be Second Mortgage of the said premises, the said ARGIF shall be obliged to return the said title deeds to the First Mortgage only, on behalf of this Mortgagor whether or not any demand in this behalf is made by the First Mortgage.

(iv) The ARGIF shall produce or cause to be produced the said title deed as and when required by First Mortgage for any reason whatsoever regardless of whether the said proposed Second Mortgage 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 Mortgage to the ARGIF to be dispensed subject to these conditions.

(v) Nothing in these provisions shall be construed to create any financial or other obligations or liabilities in the First Mortgage, vis-à-vis, the ARGIF or shall in any manner alter, abridge or abrogate the rights of the First Mortgage, who shall always be and continue to be the paramount Mortgage.

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

Complete Address (Office)
(Residence)

Yours faithfully,
Signature
Name in full(in block letter)

**DRAFT OF LETTER OF UNDERTAKING TO BE GIVEN BY THE APPLICANT FOR
ADVANCES AGAINST IMMOVABLE PROPERTY**

Name of applicant	DGAR
No	Shillong
Name :	
Director	Date..... 2017
Assam Rifles Group Insurance Fund	
Shillong-11	

REQUEST FOR A LOAN AGAINST SECURITY OF IMMOVABLE PROPERTY

Dear Sir,

I have requested you to grant me a loan facility inter alias, against the security of my immovable properties situated at Vill:_____ .In the event of your agreeing to sanction the loan, I would be prepared, if so demanded by you, to execute and register in your favour a deed of mortgage in such form and with such powers of sale etc, as you may require and I shall pay and bear all expenses relating to preparation, execution stamping and registration of the deed or mortgage and all other documents required by you so as to compete the security in your favour as aforesaid including all out –of-pocket expenses, velour’s/ surveyor’s fee etc.

I have handed over to you the under mentioned title deeds relating to my above property offered to you as security for the above loan for getting the same examined by your lawyer in order to verify that my title to the said property is clear and marketable and that the same is free from all encumbrances whatsoever and is not subject to any litigation or attachment.

I agree and undertake to pay to you on demand all your costs, charges and expenses including your lawyer’s fees in connection with the examination and verification of my title to the property as aforesaid irrespective of whether the loan is sanctioned to me/ us or not. In case the loan requested is not sanctioned to me/us for any reason whatsoever, the title-deeds will be returned to me only against my payment to you of all your costs, charges and expenses as aforesaid.

Details of Title Deeds :

Yours Faithfully,

(No :

Rank :

Name:

No. _____ Rank _____

Shillong-793011

Name _____

Date..... 2017

Director
 Assam Rifles Group Insurance Fund
 Shillong-11

Dear Sir,

This is to confirm that I/We deposit with you on _____ the title-deeds mentioned below relating to my/our property being _____ situated at _____ with an intent to create an equitable mortgage over the said property in your favour as security for the due repayment of all advances to the extent of **Rs 10,00,000/-/ Rs 20,00,000/-** made and/ or to be made by you to me/us _____ in the loan account or any other account and for all my/our indebtedness and liabilities whatsoever to you together with interest, costs, charges and expenses thereon.

I/We hereby agree to execute at my/our own costs in favour of the Assam Rifles Group Insurance Fund (ARGIF) whenever requested by the ARGIF to do, a registered mortgage over the said property in such form and with such powers of sale etc, as the ARGIF may require for securing the above accounts.

Details of the title-deeds **Original Land Deed**

Yours faithfully,

(_____)

ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE**HBA/ARGIF/13****SEARCH CUM NON-ENCUMBRANCE CERTIFICATE/GOVERNEMENT
PLEADER'S OPINION**

It is certified after investigation/inspection from the Sub registrar
 and the relevant revenue and court records for the last ___ years from to
 and from the information gathered from the Sworn declaration name 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

Date

Government Pleader/

Revenue Authority/Advocate

CERTIFICATE
(On the back of the photograph)

I Certify that this is the photograph of the flat/house on Khasra/Plot
No _____
Located at _____ and this belongs to
Mr _____

OR

I certify that this is the photograph of the construction of flats by _____ (Name of
the Society) at Khasra/Plot No located at _____

I visited it on _____ and the following works have been completed:-

- 1.
- 2.
- 3.

(Signature of a registered Architect/Engineer
With Stamp & Regn No.)

DETAILED BUILDING ESTIMATE

Ser No	Sub Head	Amount	
		Rs.	Ps

- | | | | |
|-----|-----------------|--|--|
| 1. | Earth work | | |
| 2. | Cement concrete | | |
| 3. | RCC Work | | |
| 4. | Brick Work | | |
| 5. | Wood Work | | |
| 6. | Steel Work | | |
| 7. | Flooring | | |
| 8. | Roofing Finish | | |
| 9. | Finishing | | |
| 10. | Miscellaneous | | |

Total

- | | | | |
|-----|----------------------------------|--|--|
| 11. | Add 3% for sanitary instalments | | |
| 12. | Add 3% for electric installation | | |
| 13. | Add 3% contingencies | | |

Grand total

- Note:-**
1. Nomenclature of the items are based on Delhi Schedule of rates.
 2. Estimate may be framed either on CPWD or local PWD Schedule or rates as in vogue with cost index if applicable.
 3. Specification may also be local with full nomenclatures.

ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE**FORM OF AGREEMENT TO BE EXECUTED BY THE BORROWER AT THE TIME OF DRAWING LOAN FOR CONSTRUCTING A HOUSE/PURCHASE OF READY BUILT HOUSE/FLAT WHERE THE TITLE IS ABSOLUTE.**

AN AGREEMENT MADE THIS day of two thousand and Between No Son of at present serving as _____ hereinafter called 'the Borrower' which expression shall unless excluded by or repugnant of the subject or context include his heirs, executors, administrators and legal representatives) of the one part and the Assam Rifles Group Insurance Fund (hereinafter called the ARGIF which expression shall unless excluded by or repugnant to the subject or context include his successors in office and assignees) of the other part. Whereas the BORROWER desired to construct a house at Vill :.....PO :Distt : described in the schedule hereto annexed and Whereas the BORROWER has under the provision of the Rules framed by the ARGIF to regulate the grant of loan to members for building etc. of house (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 ARGIF for a loan of Rs. For construction of house/ as aforesaid and the ARGIF has sanctioned an advance of Rs./- to the Borrower vide ARGIF letter No.dt..... a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth therein. Now it is hereby agreed by and between the parties here to as follows :-

- (1) Inconsideration of the sum of Rupees/- (insert amount of the first installment) to be paid by the ARGIF after the execution of this agreement and the sum of Rupees/- (insert balance amount to be paid) to be paid by the AGIF to the borrower as provided in the said rules, the Borrower hereby agrees with ARGIF.
- (a) to repay to the ARGIF the said amount of Rupees/- (insert full amountsanctioned) with interest calculated in accordance with the said rules for the time being in force by 180 (number to be filled in) monthly installments of Rupees _____ from his pay commencing from the month of _____ two thousand and _____ (or from the month following the completion of the house, whichever earlier) and the Borrower hereby authorizes the PAO(AR)/UPAO(AR) to make such deduction from his monthly pay, leave salary and subsistence allowance bill.

(b) (i) Within three months from the date of the receipt of the aforesaid advance of _____ (Rupees _____ lakhs) to expend the aforesaid amount in the purchase of said ready built house and deposit the documents of purchase and ownership in original to the ARGIF failing which the borrower shall refund forthwith to the ARGIF the entire amount of loan received by him together with interest thereon unless an extension of time is granted by the ARGIF.

(ii) to complete construction of the said house within eighteen months of drawl of the first installment of the advance, 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 ARGIF.

To deposit the documents for possession of said house/land along with the house to be built there on the ARGIF as security for the amount loaned to the Borrower under these presents as also for the interest payable for the said amount in the provided by the said rules.

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 ARGIF 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 involvement 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 ARGIF.

The ARGIF 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 amounts that may become payable from ARGIF/gratuity/DCRG, encashment of leave, IRLA balance etc, payable by PAO(AR)/UPAO(AR..

Strike off whichever is not applicable

Signature of Borrower

SCHEDULE ABOVE REFERRED TO

IN WITNESS WHERE OF THE BORROWER has hereunto set his hand and
_____ for and on behalf of the ARGIF has here into set his hand.

Signed by the said Borrower _____

In the presence of

Signature _____

1st Witness (Name) _____

Address _____

Occupation _____

Signature _____

2st Witness (Name) _____

Address _____

Occupation _____

Signature _____

For use at ARGIF

Signed by _____ ARGIF, for and on behalf of ARGIF

In the presence of

Signature _____

1st Witness (Name) _____

Address _____

Occupation _____

Signature _____

2st Witness (Name) _____

Address _____

Occupation _____

Note : The entire text of this page should be typed on only sheet of the non-judicial Stamp paper.

(ON –NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

FORM OF TRIPARTITE AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING THE LONA BY THE BORROWER FROM ARGIF FOR PURCHASE OF HOUSE UNDER THE ‘SELF-FINANCING SCHEME OF THE ARMY WELFATRE HOUSING ORGANISATION/NDA/.....

THIS AGREEMENT made thisday ofTwo thousand.....between
(name of applicant) S/O Resident
 of.....at present serving as

.....
 hereinafter called the ‘Borrower’ (which expression shall unless excluded by or repugnant to the context be deemed to include his/her heirs, executors, administrators and legal representatives) of the first part AND AWHO/DDA/a society/body corporate constituted under section.....

Hereinafter called the Board (which expression shall unless excluded by or repugnant to the context be deemed to include his/her heirs, executors administrators and legal representatives) of the second part AND the Assam Rifles Group Insurance Fund hereinafter called the ARGIF (which expression unless repugnant to context shall include its successors and assignees) of the third part.

WHEREAS the borrower decides to purchase a ready built flat/house at
(Name/place of dwelling unit) from the Board under Self Financing Scheme (hereinafter referred to as the scheme) which envisages allotment of ready built house/falt after a period ofyears and payment of the cost of construction in instalments as mentioned in the brochure of the scheme.

And WHEREAS the borrower has under the provisions of the rules framed by ARGIF to regulate the grant of loan to the members of the ARGIF for building house etc, (hereinafter referred as the said rules including any modification thereof) applied to the ARGIF for a loan of Rs.....to purchase a house/flat under the above mentioned scheme and the ARGIF has sanctioned a loan of Rs. To the borrower vide ARGIF letter No.....dateda copy of which is annexed to these presents for the purpose of aforesaid on the terms and conditions set forth therein.

In consideration of the sum of Rs.(Rupees.....) only already deposited by the borrower as initial amount of registration deposit with the board under the scheme for the purchase of ready built house/flat and the sum of Rs..... (insert the amount of the loan sanctioned) to be paid by the ARGIF directly to the board on behalf of the borrower, it is hereby agreed to by and between the parties hereto follows:-

1. On the receipt of an assurance from the board that the house will be allotted to the applicant, the amount of house building loan permissible will be sanctioned to the borrower but the actual payment will be made to the board as and when demanded by them as per demand letter. The amount in excess of the amount of the housing loan permissible and sanctioned to the borrower will be paid by the borrower to the board directly in the manner as mentioned hereinafter. In case there is in any delay in the payment of the instalment by ARGIF to the borrower or any other default, in either case it will be treated a default on the part of the borrower and consequence of such a default will be borne by the borrower whose responsibility it shall be to make at the payments.

2. The Board will maintain a separate account for the Borrower and adjust the payment of advance received by it from ARGIF against the cost of construction of a particular category of house/flat applied for by him.

- 3. The Board undertakes to hand over the documents when executed of the title in respect of the _____ to ARGIF directly.
- 4. The cost of house/flat, if in excess of the amount of the housing loan sanctioned, will be borne and paid by the borrower.
- 5. The borrower is to repay the ARGIF the said amount of Rs.....(loan amount) in(number of instalment equated monthly instalment of Rs.....from his pay commencing from the month oftwo thousand andThe borrower hereby authorizes the ARGIF to make such deductions from his monthly pay.
- 6. If the borrower wants to withdraw from the Scheme or fails to pay the balance amount representing the difference between the loan sanctioned by the ARGIF and the actual cost of the house/flat or quits the service of the Government or dies, the amount of the House Building Advance will be refunded by the Board forthwith to the ARGIF. The amount of initial deposit paid by the borrower to the Board will be refunded to the borrower or his legal heirs, as the case may be, by the Board after deducting such amount as may be payable by him as communicated in the brochure.

Provided, however, in the event the borrower quits the service of the Government or dies, the Board may in its absolute discretion, allow the borrower or his legal heir, if they choose so, as the case may be, to deposit the amount refunded to the ARGIF as mentioned hereinafter on an undertaking by the borrower or his legal heirs, as the case may be to pay such further sum or sums as may have been payable by him under these presents to the Board.

Provided, further that in the event the borrower quits the service of the Govt or dies, as the case may be, the terms of this agreement as applicable to the board and the borrower shall be deemed to continue and shall always be deemed to have been continued irrespective of the fact that in relation to the ARGIF THIS AGREEMENT HAS COME TO AN END.

The Board has noted lien of ARGIF on the property. The Board undertakes that as soon as the registration formalities are completed they will send the Registry Documents directly to ARGIF through Registered Post.

IN WITNESS WHERE OF THE BORROWER has hereunto set his hand and Shriof the Board has hereunto set his hand andfor and on the ARGIF has here unto set his hand.

	Signature of the Borrower
Witnesses (of Board and ARGIF)	
1. Signature _____	_____
Full Name and address _____	Signature of the Board
2. Signature _____	
full name and address _____	Signature of the ARGIF

Note : The last para and signatures should appear on the same page of the Non-Judicial Stamp Paper.

(ON NON –JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

PERSONAL BOND

KNOW ALL MEN BY THESE PRESENTS THAT I _____ son of _____ (Hereinafter referred to as 'the Bounden') am held and firmly bound up to the ARGIF exercising in executive power of the Assam Rifles Group Insurance Fund (hereinafter referred to the ARGIF) in the sum of Rs. _____ (Rupees _____) to be paid to the ARGIF which payment will be truly to be made I bind myself, my heir(s), executors, administrators and legal representatives by these presents.

SIGNED the _____ day of _____ 20_____

WHEREAS THE BOUNDEN applied to the ARGIF for a loan of Rs. _____ hereinafter referred to as the said loan) for the purpose of purchase /construction of residential flat situated AT _____ AND MORE PARTICULARLY DESCRIBED IN THE schedule hereunder written and which building is to be transferred shortly to the _____ Society Ltd, a Co-operative Society having the registered Office at _____ (hereinafter referred to as the Society) which has been duly sanctioned by the ARGIF on the terms and conditions inter alias that the Bounden do execute in favor of the ARGIF a bond in the manner hereinafter contained.

NOW THIS BOND IS CONDITIONED TO BE VOID if Bounden:

(a) duly pays to the ARGIF the said sum of Rupees _____ and interest thereon in monthly equated instalments within a period of _____ years from the _____ day of _____ and the subsequent instalments to be paid in the first week of each month, the first of such instalments to be paid in the _____ 20_____ and the subsequent instalments to be paid in the first week of each and every succeeding calendar month thereafter provided, however, that if the Bounden fails to pay any instalment of Principal and interest on its due date, then and in every such case the amount of such instalment of principal and interest so in arrears shall bear such higher rate of interest at the rate of _____ percent per annum and the amount of each of the said instalments shall be proportionately increased provided further that nothing herein contained shall be constructed as a relaxation of the Bounder's obligation to duly and punctually pay the said instalments of principal and interest on their respective due dates or otherwise prejudice any right or remedy of the ARGIF,

(b) Within one month from the date of these presents utilize the amount of each instalment of the said loan in the purchase/construction of residential flat in the building known as _____ and situated at _____ and more particularly described in the Schedule hereunder written.

(c) On transfer being executed in favour of the Bounden of the house or plot, he would mortgage it to the Director General Assam Rifles as security for the loan obtained from the ARGIF .

(d) Does not transfer, assign, underlet the said flat or any interest therein or part with possession thereof or transfer or otherwise alienate the said share/debentures without the previous consent in writing of the ARGIF.

(e) So long as the said loan and interest or any part there of outstanding and if so required by the ARGIF hand over the shares/debentures of the society to the ARGIF along with properly signed blank transfer forms as further security for the said loan . It is hereby agreed by the Bounden as under ;

(1) The said loan or the balance thereof for the time being due by the Bounden to the ARGIF and all other moneys due under these persons, shall become immediately payable in each and every of the following events :-

(a) If the Bounden fails to pay any instalment on its due date as and when it may become due and payable.

(b) If any distress or execution shall be levied upon any property of the Bounden or a receiver thereof be appointed .

(c) If the Bounden commits a breach of any one of said covenants or provisions and on his part to be observed and performed

(d) If the Bounden dies or retires from or ceases to be in the services of the ARGIF.

(2) ARGIF/PAO(AR)/CPBO(AR)/DDO shall have the absolute right and full liberty to deduct every month from the Bounder’s salary the amount of monthly instalments in repayment of principal and interest and for the purpose aforesaid the Bounden hereby irrevocably authorize the ARGIF /PAO (AR)CPBO(AR)/DDO to make such deductions without the necessity of any further consent or concurrence of the BOUNDEN .

(3) In the event of ceasing to be in service of the Assam Rifles for any reason or death of the Bounden, ARGIF will be entitled to recover the entire unpaid balance of the said loan and interest remaining unpaid at the time of such an event from the death cum retirement gratuity/ encashment of leave balance etc and the benefits that may become payable from the ARGIF.

IN WITNESS WHEREOF the Bounden above mentioned has hereto set his hand the day and year first herein above written.

THE SCHEDULE ABOVE REFERRED TO

Signed and delivered by

The Bounden with named in the presence of :

(Signature of Bounden)

1. Signature _____
Name _____
Address _____

(2). Signature _____
Name _____
Address _____

SURETY BOND

We (1) _____ S/o Sh. _____

(2) _____ S/oSh. _____

of _____ Department etc, do hereby declare ourselves sureties for Shri/Smti _____ (herein after referred to as “the Bounden”) and do hereby guarantee that the Bounden shall do and perform all that he has under taken, to do and perform under the Bond dated the _____ day of _____ 20 _____ - executed by him in favour of the ARGIF and do hereby and bind ourselves, our respective heirs, executors and administrators to pay a sum of Rs. _____ (Rupees _____ only) being the amount due and payable by the Bounden under the said bond or such sum as the ARGIF shall deem to be sufficient to cover any loss or damage the ARGIF may have sustained by reason of default of the Bounden. And we do hereby further agree that the ARGIF may without prejudice to any other rights and remedies recover from us the said sum and we do hereby further agree that any forbearance in enforcement of the said Bond or any other indulgence granted to the Bounden, or any variation of their terms of the said Bond or any time given to the Bounden or any other conditions or circumstances under which in law a surety would be discharged will not discharge us from our liability to pay the said sum and for the purpose of enforcement of this Bond our liability under this Bond will be as principal debtors and joint and several with that of the Bounden.

Date this _____ day of _____ 20 _____

Signed by (1) _____ and (2) _____

Surety (1) _____ Surety (2) _____

Witnesses

In the presence of

(1) Signature _____
 Name _____
 Addresses _____

(2) Signature _____
 Name _____
 Addresses _____

DRAFT OF LETTER TO BE OBTAINED FROM THE SOCIETY/BUILDER ON**ITS LETTER HEAD**

(Kindly get the following typed on the letter head of the Society/Builder. All blanks in the letter should be filled by the Society/Builder)

Place :

Date : _____

To,
Director
Assam Rifles Group Insurance Fund
Shillong, Meghalaya - 793011

Ref: Flat/Plot No _____ of Mr/Mr _____ in the building called _____ of the _____ Housing Society Limited/Builder situated _____.

Dear Sir,

This is to confirm that the above Society/Builder is registered under No _____ dated _____. The Sale Deed/Lease Deed in respect of the land bearing Plot No _____ has been executed in favour of the Society/Builder under Registration No _____ dated _____ and as such the Society/Builder has been allotted/transferred/agreed to transfer the above flat/plot to _____. We undertake to submit the deed documents to ARGIF, if not already done, once it is registered in favour of this allottee and received from the concerned authorities.

We hereby assure you that the said flat/plot/the said building and the land appurtenant thereto are not subject to any encumbrance, charge or liability of any kind whatsoever and that the entire property is free and marketable.

We further confirm that we have clear, legal and marketable title to the said property and every part thereof and that all taxes and dues in respect thereof have been paid upto date. We have no objection to your giving a loan to the said allottee/transferee/proposed transferee and mortgaging the said flat/plot to you by way of security for the loan.

We certify that the said Mr/Mrs _____ is a bonafide member of the _____ Society/Builder.

We also inform you that the Share Certificates have been issued/ transferred to the said allottee /transferee.

We confirm to you that we undertake to comply with the provisions of the Apartments Ownership Act and the Rules therein.

We have noted ARGIF's lien/charge in our records on the property/flat allotted to Mr_____.

We undertake that as and when the document/deed will be executed and registered in favour of Mr _____ we will send the same to ARGIF directly through registered post.

Yours faithfully,

Authorized Signatory

Seal of the Society/Builder
to be affixed her

From
 The Chairman
 State Housing Board

To
 The Director
 Assam Rifles Group Insurance Fund
 Shillong
 Meghalaya - 793011

Dear Sir,

MORTGAGE OF PROPERTIES PURCHASED FROM THE STATE HOUSING BOARD

We agree to undertake that if the property/flat/house No purchased by Shri from the State Housing Board and now proposed to be mortgaged to the Director General Assam Rifles for raising a loan for purchase of ready-built house/flat etc is to be brought to sale by the ARGIF for any reason within five/ten years from the date of allotment, we shall, if we exercise our right or option to repurchase the property in terms of the sale/lease-cum-sale agreements executed by the purchaser, pay the outstanding amount that may be due to the ARGIF towards the Mortgage loan and any further sums that may be due as per the terms or Mortgage Deed that will be executed by the applicant in favour of the Director General Assam Rifles or in the alternative permit the ARGIF to deal with the property as agreement, that it will be offered to the State-Housing Board in the first instance if it is brought for sale within five/ten years from the date of allotment.

 The Chairman

**CERTIFICATE TO BE GIVEN BY THE STATE HOUSING BOARD FOR MORTGAGE
OF PROPERTY PURCHASED FROM THEM**

From
The Chairman
State Housing Board

.....

CERTIFICATE

This is to certify that Allotee of plot/flat/house No has paid the full tentative cost of the above property Rs(Rupees) as intimated in this office allotment order dated(Addressed to the allottee) and the possession of the plot/flat/house was handed over to him on The State Housing Board will definitely transfer the title of plot/house/flat Noto the allottee on completion of 5 years/10 years from the date of allotment and on payment of the difference in cost if any, due to the fixation of the final price of the same, if later. The State Housing Board will have no objection of mortgaging the said property to the Director General Assam Rifles for mortgaging the said property to the ARGIF for the purpose of raising a loan to meet the cost of construction of building on the plot/purchase of the said ready-built house/flat.

We have noted ARGIFs lien charge/on the property. We undertake that as soon as the registration formalities are completed, we will send the registry documents to ARGIF directly through registered post.

Chairman/Authorised Signatory

Seal of State
Housing Board.

PROMISSORY NOTE

Rsdated

On demand I Son of Promise to pay the Assam Rifles Group Insurance Fund or order the sum of **Rs/-** (RupeesLakhs only) representing 1st/2nd/3rd instalment of House Loan for construction/

acquisition of flat/house together with interest thereon at the rate of **7.5%** per annum for value received in Demand Draft/Cheque No.....datedon.....as per

sanction dated of

Signed and delivered by the said.....
(the promisor) at Shillong day of 2017.

Signature of Promisor

RECEIPT

Received **RsRupees Lakhs)** from Assam Rifles Group Insurance Fund in Demand Draft/Cheque No.....dated.....on account of promissory Note dated.....

Signature
(Over 1 Rupees Revenue Stamp)

Witness

1. Signature _____
Name and Address _____

2. Signature _____
Name and Address _____
