



**BHADRATHA
TELANGANA STATE POLICE DEPARTMENT**

Revised form w.e.f. 01-07-2018

EMPLOYEES BENEVOLENT AND THRIFT MUTUAL ASSOCIATION
Before filling up the Application form read carefully the terms & Conditions in mention Annexure 'B'.
(Filling up of all the columns is mandatory)
Application Form for HBA Loan (CONSTRUCTION/RBH/RBF/ PLOT/TAKEOVER)

Case No.

Purpose of Loan :				
(Construction /RBH/RBF/Plot/Takeover)				
Estimated Cost Rs. :				
Applied Amount Rs. :				
(In words:				
SN	Particulars	Applicant	1 st Surety	2 nd Surety
1.	Full Name of the applicant			
	S/o./ W/o.			
2.	Bhadratha A/c. No.			
3.	Designation			
4.	General Number			
5.	<u>Unit:</u> Present :			
	Parent :			
6.	Date of Birth			
7.	Date of Appointment			
8.	Date of Retirement			
9.	Contact (Office)			
10.	Cell number			
11.	Present Address			
12.	Permanent Address			
13. Applicant's Name as per Bank Pass Book			16. Branch Code	
14. Applicant's Online Bank A/c No :			17. Bank Name	
			18. Branch Name	
15. IFS Code:			19. Branch Full Address	
<i>(Enclosing of a copy of applicant's 1st page of bank pass book or copy of cheque leaf clearly showing the above particulars is mandatory)</i>				

20.	Salary particulars	Applicant	1 st Surety	2 nd Surety
a)	Gross Salary (including all allowances)	Rs.	Rs.	Rs.
b)	Less: Govt. deductions	Rs.	Rs.	Rs.
c)	Less: Non-Govt. deductions	Rs.	Rs.	Rs.
d)	Net Salary/Take Home Pay (a-b-c) (Rs. in words)	Rs.	Rs.	Rs.

(Enclosing of latest month payslips of the applicant, 1st & 2nd sureties duly attested by A.O. is mandatory)

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

I. FOR PURCHASE OF OPEN PLOT :-		
1	Plot No.	
2	Survey No.	
3	Location with full address:- Village : Locality : Mandal: District:	
4	Cost of the Plot	Rs.
5	Advance amount paid to the Vendor	Rs.
6	Due amount to be paid to the Vendor (4-5)	Rs.
7	Date of Agreement with Vendor (Minimum 90 days duration is required)	
8	Validity of Agreement & Expiry date of the agreement	
*9	Market Value as per the certificate issued by SB Open Market Value Reasonability Certificate)	Rs.
10	Whether Layout approved	
11	Area of the Plot in Sq. Yards. / Sq. Mts. (>75 Sq. Yrds. Eligible)	
12	Name and Address of the Vendor with phone/mobile number	

II. FOR PURCHASE OF READY BUILT HOUSE / FLAT / TAKE OVER : _____		
1	Plot / Flat No./House No.	
2	Survey No.	
3	Location with full address:- House No./Flat No. : Village / Locality : Mandal: District:	
4	Name & Address of the Vendor with phone/mobile number	
5	Amount of sale consideration	Rs.
6	Advance amount paid to the Vendor	Rs.
7	Due amount to be paid to the Vendor (5-6)	Rs.
8	Date of Agreement with Vendor (Minimum 90 days duration is required)	
9	Validity of Agreement and Expiry date of Agreement	
10	Total Area of the Plot in Sq. Yards	
11	Plinth area of the building in Sq. ft.	
12	Year of Construction	
13	Approved plan and permission	
14	Source to meet the short fall amount	

III. FOR CONSTRUCTION OF HOUSE:-		
1	Plot No.	
2	Survey No.	
3	Location with full address:- House No./Flat No. : Village / Locality : Mandal: District:	
4	Estimated cost of the Building	Rs.
5	Whether the plot is owned by applicant/spouse	
6	Total Area of the Plot in Sq. Yards	
7	Plinth area to be constructed	
8	Date of approval of the Building plan	
9	Permission letter	
10	Source to meet the short fall amount	

DECLARATION:-

- a) I solemnly declare that the information furnished by me is true to the best of my knowledge
- b) I undertake the responsibility to surrender the title deed executed in my favour, within 90 days month from the date of sanction for the purpose of record and also for retention with the Association and also I will execute necessary documents mortgaging the title deed in favour of Bhadratha
- c) I undertake the responsibility to surrender all original documents for the purpose of record and also for retention with the Bhadratha and I will execute necessary documents mortgaging the title deed in favour of the Association before drawing the Loan amount.
- d) I have read the rules and regulations governing the grant of house Building advance and agree to abide by them besides the terms and conditions stipulated therein and which may be amended herein after.
- e) I do not prefer any claim on the Association for payment of any interest or damage of any kind in case of any delay in sanctioning and disbursement of loan amount or refusal or rejection of the loan application.
- f) I authorise the Secretary to insure the property to the extent of loan sanctioned until fully repaid, duly deducting Insurance Premium, from the loan amount sanctioned to me besides a deduction of DRF as per the existing percentage, Engineering Fee , Interest due and Subscription due if any.

SIGNATURE OF THE APPLICANT

CERTIFICATION BY THE SURETIES

We are willing to stand as surety for the loan sanctioned to Sri _____ S/o. _____, Design. _____, BAC NO. _____ and we agree to abide by the rules framed by Bhadratha now in force and which may be amended herein after and the resolution passed by the Managing committee or the General Body of the Association from time to time and execute necessary documents.

Signature of 1st Surety

Signature of 2nd Surety

Name		
Designation		
Genl. No.		
Bhadratha No.		

CERTIFICATION BY THE UNIT OFFICER

- ❖ Certified that the particulars of the Applicant and Sureties are correct and their signatures are attested
- ❖ There should be no variation in the salary particulars given in application and the salary certificate which will be submitted along with application
- ❖ I certify that the information furnished above in the application is correct to the best of my knowledge.
- ❖ I undertake to recover the monthly instalments from the salary of the applicant and remit to the Secretary Bhadratha.

Forwarded to the Secretary, Bhadratha for necessary action.

Signature of the Unit Officer with Office Seal

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

1. A member who intends to avail HBA must have put up minimum regular service of 5 years and should have Left over service more than 5 years before retirement.
2. The members must be left with 1/3rd of the gross salary as take home pay i.e., Net Salary – 1/3rd of Gross Salary.
3. Each member must provide two sureties for the loan amount. The sureties should also be members of Bhadratha and a member should not stand surety for more than three members.
4. Sureties dates of retirement should not be less than that of applicant's loan tenure.
5. The present rate of interest charged for the loan is **7.5%** per annum on monthly rests.
6. The repayment period will be between **120 to 240** months. (120 months in case of Purchase of Open Plot)
7. In case of construction of house, the loanee has to complete the construction within 1 year from the date of sanction of HBA.
8. 11% Penal Interest will imposed on the entire loan amount in the case : (a) if the loanee fails to submit the original documents within 90 days from the date of sanction, (b) if the loanee after taking 1st instalment in case of construction of house, failed to take the remaining two instalments within one year from the date of sanction, (c) any deviation from the existing procedures and practices.
9. In case of legal objections, the applicant has to fulfill the objections within 3 months from the date of communication, failing which, action will be taken to cancel and return the application.
10. In case of purchase of Ready Built House/Flat, the age of the building should not be more than 20 years.
11. The present rate of **1.5%** of loan amount sanctioned will be deducted towards Death Relief Fund. In case of unfortunate death of member loanee, the outstanding amount will be written off automatically subject to recovery of defaulted EMIs.
12. The property acquired by the member for which loan was sanctioned, will be insured for a period equal to loan tenure.
13. The loan limits and rate of interest may change from time to time as per the decision by the Managing Committee.
14. The maximum amount of loan will be as follows:

Sl. No.	Cadres	Interest Rate 7.50%			
		PLOT		RBH/RBF/CONST.	
		Loan Limit	EMI (Rs.) (120 Months)	Loan Limit	EMI (Rs.) (240 Months)
1	LGS to ASI & equivalent Cadres	12 Lakhs	14244	30 Lakhs	24168
2	SI & CI & equivalent Cadres	14 Lakhs	16618	35 Lakhs	28196
3	DSP & Addl. SP & equivalent Cadres	16 Lakhs	18992	40 Lakhs	32224
4	Non-Cadre SPs & IPS	18 Lakhs	21366	45 Lakhs	36252

Eg.: Gross Rs. : 60,000/-, Net Rs. : 50,000/-
 1/3rd Gross : 60,000/3 = 20,000/-
 Amount for EMI available : (Net – 1/3rd of Gross)
 (50,000-20,000) =Rs. 30,000/-
 Take home pay = Net – EMI amount
 (50,000-24168) =Rs. 31,552/-

15. The member who intends to avail HBA loan shall submit prescribed application from duly filled-in in all respects to Secretary, Bhadratha through Unit Officer concerned. The applications can be downloaded from website i.e., ["telanganapolicewelfare.org"](http://telanganapolicewelfare.org) under downloads or also made available at Bhadratha Office.
16. The EMI recovery amount should be sent to Secretary, Bhadratha, DGP Office, T.S. through online in favour of Secretary, Bhadratha payable at Hyderabad.
17. If the EMI amounts are not recovered continuously for 3 months for whatsoever reasons from member loanee, the same shall be recovered from the surety's salary from the 4th month onwards without any notice.
18. In case of Retirement / Resignation/Removal from service for any reason whatsoever, the outstanding amount shall be recovered from the settlement dues (Except PF & Gratuity) after adjusting the other departmental dues of member loanee. If there is a balance still outstanding, the same will be recovered from the sureties.
19. In case the member loanee is transferred from one unit to another unit necessary endorsement will be made in LPC mentioning No. of instalments recovered and the balance no. of instalments to be recovered and EMI amount. The Unit Officer of the new place shall recover the balance EMI amounts from the member's salary every month.
20. In case the members go on deputation to other organizations, the Unit Officer concerned should inform the new employer about the recovery of balance instalments duly mentioning in the LPCs.
21. Primarily member should submit copies of documents as mentioned under:-

Check List / List of HBA documents to be submitted as in order:-

1. Rs. 350/- Demand Draft for HBA Verification Fee → in favour of "The Secretary", Bhadratha, Hyderabad.
 (Write the 1.Name of the applicant, 2.Designation, 3. Genl. No., 4. Bhadratha A/c. No., 5. Unit name - on the backside of the DD)
2. HBA Application Form → Signatures of the applicant, 1st surety, 2nd Surety & Attested by Unit Officer
3. Latest month Original Payslips of the Applicant, 1st Surety & 2nd Surety → Attested by Administrative Officer
4. Original Physical Fitness Certificate of the Applicant → Issued by the Unit Medical Officer/ Govt. Doctor not below the rank of Civil Asst. Surgeon
5. Copy of Vendor's and Applicant's bank passbook /Cheque Leaf
6. Applicant should submit any copies of documents / information asked further while processing his application for legal opinion.
- 7.

Sl. No.	Photo Copies for RBH/RBF/PLOT	Tick	Sl. No.	Photo Copies for CONSTRUCTION	Tick
i	Original Agreement of Sale on Rs. 100/- typed on Non-Judicial Stamp Paper including signatures of the Vendor and Vendee on each page is required		i	-	
ii	Vendor's Registered Sale Deed (Not Less than 75 Sq. Yrds. is eligible)		ii	Applicant's Sale Deed (Not Less than 75 Sq. Yrds. is eligible) (If the property is in name of the spouse of the applicant, an affidavit should be required)	
iii	Link documents for last 15 years		iii	Link documents for last 15 years	
iv	Encumbrance Certificate from last 15 years till the date of submission HBA application		iv	Encumbrance Certificate from last 15 years till the date of submission HBA application	
v	Photograph of RBH/RBF/Plot		v	Detailed Estimation for Construction issued by Licensed Civil Engineer	
vi	Approved Layout		vi	Approved Layout	
vii	Approved House Plan issued by GP/ Municipality		vii	Approved House Plan issued by GP/ Municipality	
viii	Permission Letter issued by GP/ Municipality		viii	Permission Letter issued by GP/ Municipality	
ix	Market Value Certificate issued by Sub-Registrar		ix	-	
x	Open Market Value Reasonability Certificate from the SB of the concerned Dist. / Commissionerate				

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

In case of Take Over (RBH/RBF) :-

Check List / List of HBA documents to be submitted along with HBA application form as in order:-

1. **Rs. 350/-** Demand Draft for HBA Verification Fee → in favour of “**The Secretary**”, **Bhadratha, Hyderabad**.
(Write the 1.Name of the applicant, 2.Designation, 3. Genl. No., 4. Bhadratha A/c. No., 5. Unit name - on the backside of the DD)
2. HBA Application Form → Signatures of the applicant, 1st surety, 2nd Surety & Attested by Unit Officer
3. Latest month Original Payslips of the Applicant, 1st Surety & 2nd Surety → Attested by Administrative Officer
4. Original Physical Fitness Certificate of the Applicant → Issued by the Unit Medical Officer/ Govt. Doctor not below the rank of Civil Asst. Surgeon
5. Undertaking from the applicant to submit all the Original documents to Bhadratha after the loan was taken over.
6. Latest property Tax Receipt in Original
7. **Applicant should submit any copies of documents / information asked further while processing his application for legal opinion.**

8.

Sl. No.	Photo Copies for RBH/RBF
i.	Registered Sale Deed of the applicant (Not Less than 75 Sq. Yrds. is eligible)
ii	Link documents for last 15 years
iii	Encumbrance Certificate from last 15 years till the date of submission HBA application
iv	Photograph of RBH/RBF
v	Approved Layout
vi	Approved House Plan issued by GP/ Municipality
vii	Permission Letter issued by GP/ Municipality
viii	Market Value Certificate issued by Sub-Registrar

Apart from the above, the applicant has to obtain the following documents from the Bank / Financial Institution where the member obtained loan earlier.

1. Statement of Loan Account including present outstanding loan amount in original,
2. Acceptance Letter / No-Objection Certificate from Bank / Financial Institution in original,
3. Photo copy of Legal Opinion obtained by the Bank at the time of sanction of loan,
4. Photo copy of Valuation Report of the property obtained by the Bank at the time of Sanction of loan,
5. List of Original documents including link and other documents along with number of folios submitted by the applicant at the time of sanction of loan.

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