

MAHANAGAR TELEPHONE NIGAM LIMITED
Corporate Office
Application for the Grant of House Building Advance
(See Rule 12.1.1)

1	Name in Full	
2	Designation and Staff No.	
3	Location (Unit where working)	
4	Scale of pay	
5	Basic pay	
6	Dearness allowance	
7	Gross emoluments	
8	Details of interest bearing loan taken	
9	Details of deduction on account of interest bearing loan	
10	Date of Birth	
11	Date of joining the Department/Nigam	
12	Date of Confirmation/Regularisation	
13	Date of Retirement	
14	Purpose for which loan is required	
15	Details of House/Flat/Tenement (enclose copies of Plan)	
(i)	Full Address and Location	
(ii)	Area of land in square meters whether Lease-hold or Free-hold, period of unexpired period of lease.	
(iii)	Area of House/Flat/Tenement (in case of extension state present area and area of extension)	
(iv)	Full cost of construction/full purchase price payable and complete details of payment terms.	
(v)	Name and address of Seller/Co-operative Society/Govt. Agency	
(vi)	Any other relevant information (progress made in the construction/purchase, verification of legal documents, progress of construction made by co-operative society copy of rules & bye laws of co-operative society etc.	
16	Amount of HBA required	
17	Repayment Terms	

.....contd. to page 2

Declaration:

I have read and understood the Rules & regulations relating to the grant of House Building Advance of Mahanagar Telephone Limited and undertake to abide by them.

I also undertake to produce any other information and documents that may be required in connection with the grant of the Loan, and also agree and undertake to execute all documents or mortgage, security or otherwise as may be required by the Nigam in the event of the Loan being sanctioned to me.

I declare that:-

- (i) I or any of my dependent family members do not own in my or his/her name any house/tenement any where in India, except property situated in a village.
- (ii) I am not purchasing the property from any of my relations.
- (iii) I have not so far availed of any benefits under the Nigam's Housing Loan Scheme.
- (iv) I have not stood surety for any other employee who has taken the Loan under the Nigam's scheme. OR

I have been discharged of my surety given in favour of Shri/Smt/Kum
letter No.....dtd.....

- (v) I own/do not own or hold any vacant land or any land with building or any other Immovable Property in India in my own name or as a member of the Joint Hindu Family or as Partner of any firm or as Co-owner.

Station:

Signature of the Applicant:

Desgn. & Staff No.: CMD, MTNL

Date:

Dept./Office in which employed: MTNL

Telephone No.:

(TO BE FILLED IN BY DRAWING & DISBURSING OFFICER)

I have scrutinized the application of Shri/Smt/Kum.....
(Designation)..... and have satisfied myself of the correctness of the facts etc. stated in Col. No. 1 to 13 of the application form.

Certified that the official has completed 3 years of service and is likely to continue in the service to the best of my knowledge.

(Signature of Drawing and Disbursing Officer)