

ANDHRA BANK
(A Govt. of India Undertaking)
Head office, Hyderabad
Dept : Human Resources



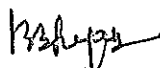
Circular No : 131
Ref No : 03/24
Date : 13.07.2015

Sub : Staff Housing Loan Scheme - Enhancement of Limits & Modifications.

As per the extant guidelines on Staff Housing Loan Scheme, Officers, Clerks and Sub Staff are eligible for Housing Loan upto a maximum of Rs. 20 lakhs, 12 lakhs and 8 lakhs respectively.

Considering the fact that the real estate prices have gone up considerably since last revision of the limits in 2011, and to mitigate the hardships faced by the staff members of the bank in securing a decent residential accommodation, as also the representations received from the All India Andhra Bank Officers' Federation and the All India Andhra Bank Award Employees' Union for enhancing the housing loan limits, we are pleased to inform that the Board of Directors of the Bank in its meeting held on 29.05.2015 approved enhancements in the limits of the housing loan scheme to staff members with modifications in terms and conditions.

The details of the scheme are attached hereto, and the revised scheme shall be effective from 15.07.2015.


(V.B. Bhagavathi)
General Manager-HR



Annexure to HO Circular No.131 Ref 3/24 dated : 13.07.2015

DETAILS OF STAFF HOUSING LOAN SCHEME AND TERMS

S.No.	Particulars	Guidelines
01	Eligibility	<ul style="list-style-type: none"> - Confirmed Officer / Employee who has put in at least 3 years of continuous service in the Bank. - For Ex-Servicemen, their military service shall be counted for the purpose of eligibility after confirmation of their services in the Bank. - Husband and wife working in our Bank can avail the loan according to their individual entitlement, each of them to acquire a house / flat in their individual name. (or) They may jointly avail staff housing loan to acquire a single house / flat, clubbing their entitlement which will be worked out in their individual eligibility.
02	Purpose	<ul style="list-style-type: none"> - For construction of residential house on land already owned. - For purchase of plot and construction of residential house there on - For purchase of house / flat. In case of old house / flat, the estimated future life of the same should be atleast 10 years beyond the period in which the loan is to be repaid. - For enlarging / extension / renovation of residential house already owned, subject to the specified limits as per para 4 below. However, there should be a gap of 3 years from the date of completion of the construction of house / acquisition of flat or from the date of completion of earlier renovation. - For purchasing a plot of land under co-operative scheme and building a house where title will vest on the officer / employee after the house is built. - For purchasing house / flat under self-financing housing scheme and co-operative Group Housing Societies. - Officers / Award staff who have availed staff housing loan under the earlier scheme / additional housing or housing loan for public from our Bank, or from other bank or financial institution, for purchase / construction of a house will be eligible to convert / take over the outstanding amount of such loan under the present scheme for the same house upto the maximum eligible limit prescribed for their respective cadre. - In the case of an employee, who has purchased / acquired a house / flat by availing Housing Loan under the earlier scheme and irrespective of the fact that the earlier loan availed is closed or outstanding, he/ she shall have the option to avail the second housing loan for purchase / construction of another flat / house, subject to the overall loan ceiling applicable to him / her as applicable. There should be a gap of 7 years from the date of original availment of loan for the first house. However, at any point of time, the staff member either in his / her name or in the name of his / her spouse should not have availed housing loan at concessional rate for more than two houses / flats including the house / flat proposed to be acquired under the scheme.
03	Substitution of Security	The housing loan as per the revised limits may also be sanctioned under substitution of security to acquire a bigger accommodation. An employee may be permitted to sell the house / flat purchased / constructed out the housing loan availed, for genuine

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		<p>reasons and to permit him / her to purchase / construct another house/ flat and offer the later house / flat as security for the outstanding liability.</p> <p>The extent of loan to be sanctioned will be restricted to lower of the following :</p> <p>a. difference between the purchase price of the new house / flat and sale price of old house / flat ;</p> <p style="text-align: center;">(or)</p> <p>b. difference between the revised limit and the old limit . .</p> <p>The sale proceeds to be deposited in Non Operative Account under no circumstance should be less than the liability outstanding in the Housing Loan account. . The new security proposed to be offered should be acceptable to bank and should be submitted within 12 months from the date of sale of the existing accommodation and release of title deed.</p> <p>Substitution shall be permitted by the sanctioning authority after getting fully convinced that the substitution is genuine and does not involve speculation.</p>																														
04	Loan Limit	<p>For construction / acquisition of house / Repayment of Loan:</p> <table border="1"> <tr> <td>Officers in Scale –V and above</td> <td>Rs. 50 lacs</td> </tr> <tr> <td>Officers in Scale –I to Scale –IV</td> <td>Rs. 40 lacs</td> </tr> <tr> <td>Clerical Staff</td> <td>Rs. 30 lacs</td> </tr> <tr> <td>Sub Staff</td> <td>Rs. 20 lacs</td> </tr> <tr> <td colspan="2">Part Time Employees in sub staff cadre on Scale Wages:</td> </tr> <tr> <td>3/4 Scale Wages</td> <td>Rs. 15 lacs</td> </tr> <tr> <td>1/2 Scale Wages</td> <td>Rs. 10 lacs</td> </tr> <tr> <td>1/3 rd Scale Wages</td> <td>Rs. 6.67 lacs</td> </tr> </table> <p>For enlargement / Renovation and Repairs:</p> <table border="1"> <tr> <td>Officers</td> <td>Rs. 8 lacs</td> </tr> <tr> <td>Clerical Staff</td> <td>Rs. 5 lacs</td> </tr> <tr> <td>Sub Staff</td> <td>Rs. 3 lacs</td> </tr> <tr> <td colspan="2">Part Time Employees in sub staff cadre on Scale Wages:</td> </tr> <tr> <td>3/4 Scale Wages</td> <td>Rs. 2.25 lacs</td> </tr> <tr> <td>1/2 Scale Wages</td> <td>Rs. 1.50 lac</td> </tr> <tr> <td>1/3 rd Scale Wages</td> <td>Rs. 1.00 lac</td> </tr> </table>	Officers in Scale –V and above	Rs. 50 lacs	Officers in Scale –I to Scale –IV	Rs. 40 lacs	Clerical Staff	Rs. 30 lacs	Sub Staff	Rs. 20 lacs	Part Time Employees in sub staff cadre on Scale Wages:		3/4 Scale Wages	Rs. 15 lacs	1/2 Scale Wages	Rs. 10 lacs	1/3 rd Scale Wages	Rs. 6.67 lacs	Officers	Rs. 8 lacs	Clerical Staff	Rs. 5 lacs	Sub Staff	Rs. 3 lacs	Part Time Employees in sub staff cadre on Scale Wages:		3/4 Scale Wages	Rs. 2.25 lacs	1/2 Scale Wages	Rs. 1.50 lac	1/3 rd Scale Wages	Rs. 1.00 lac
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05	Financing for purchase of Land	<p>Utilization of loan for purchase of land will be restricted to the cost of the land or 30% of the permissible amount of total loan, whichever is lower. Construction of the House should be completed within 18 months from the date of disbursement of the loan for purchase of plot.</p> <p>Land should be purchased by the officer / employee for construction of house only and not for speculative purposes.</p>																														
06	Repayment	- Loan together with the interest has to be repaid in 360 monthly instalments																														



		<p>or before the age of retirement whichever is earlier.</p> <ul style="list-style-type: none"> - However in case of employees retiring from the services of the bank on his / her attaining the age of superannuation, and if he/she is a pension optee as per Andhra Bank Employees Pension Regulations 1995 , he / she has the option to repay the housing loan in full while in service or avail the extended repayment period beyond retirement till attaining the age of 75 years (whichever is earlier). The deduction on account of loan instalments in such case will be restricted to 60% of net initial amount of pension payable to him/her immediately after his/her retirement plus his/her total income from other sources, including the income of the spouse. While computing the instalment in such manner, the extent of liability in housing loan found excess shall be recovered from the terminal benefits in lumpsum. - NPS (National Pension Scheme) optees, who opt for loan duration beyond their normal retirement date, are required to maintain their savings bank account with our bank even after their retirement and NPS lump-sum withdrawal and NPS annuity should be credited to the said account. Repayment for SHL should be from the same account. Such NPS optees are required to furnish undertaking letter as per proforma (Annexure-I) - Employees have to give option cum – undertaking letter to continue the housing loan beyond the retirement age at the time of availing the loan it self. - With effect from the date of retirement, the liability outstanding under the accrued interest stands merged with the outstanding principal amount and the Housing Loan shall be treated as Housing Loan for general public and all the terms and conditions applicable to general public shall apply to such loans. . - The employee may select to repay the staff housing loan in shorter period if he / she desires. - In case of construction of a new house, recovery will commence from the pay of the month following the completion of the house or from the 18th month after release of the 1st instalment of the loan, whichever is earlier. If the loan is taken for purchase of ready built house, recovery will commence from the pay of the month following the month in which advance is taken.
07	Rate of Interest	<ul style="list-style-type: none"> - 8% p.a (simple) upto the date of exit and thereafter rate as applicable to general public.
08	Margin	<p>Minimum margin will be 10% of the project cost. Project cost will include :</p> <ul style="list-style-type: none"> - Purchase price of land / house / flat - Cost of construction / extension (if applicable) - Stamp duty and registration charges as applicable. <p>Other Conditions :</p> <ul style="list-style-type: none"> - Original cost incurred by the officer / employee for the land already purchased / acquired by him / her can be accepted as part of the above said margin at the request of the officer / employee. The margin amount at all stages must be contributed proportionately by borrower where disbursement is to be made in phases.

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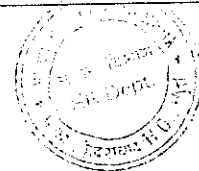
09	Computation of eligible loan	<ul style="list-style-type: none"> - Take-home pay of the employee /s shall not be less than 40% of his / her gross pay after accounting for all recoveries including instalment of the proposed loan and notional interest on the COD limit. - Gross pay means basic pay and all other allowances of a permanent nature. In the case of Officers availing leased accommodation, 150% of the eligible HRA also shall be added to the Gross Salary.
10	Security	<ul style="list-style-type: none"> - Equitable mortgage by deposit of title deeds of the plot/site together with house constructed/purchased. - In case the immovable property acquired is by purchase of a flat / house from a Housing Board or Builder, the relative allotment letter and agreement for construction shall be deposited with the Bank. The employee has to arrange for furnishing a letter from the Housing Board undertaking to deliver title deeds direct to the Bank to create Equitable Mortgage. The employee has to ensure creation of Equitable Mortgage. - If the acquired property is by purchase of a house/flat from a Regd. Co-operative Society, the share certificate, the allotment letter and a letter notifying registration of our Bank's lien in their books and undertaking not to entertain any further mortgage/s on the said house/flat without obtaining prior written consent from our Bank, shall be deposited.
11	Disbursement of loan	<ol style="list-style-type: none"> 1. In case of purchase of a plot/site and construction of a house thereon: <ul style="list-style-type: none"> - The cost of the plot/site inclusive of stamp paper and registration charges or 30% of the eligible housing loan amount whichever is less will be released by way of DD/PO in favour of vendor to be given at the time of registration. The balance of the eligible housing loan amount shall be released on the same lines as done for construction of a house on an existing plot/site after creating equitable mortgage on the plot/site purchased for construction of house as stated in clause 10(2) below. Construction shall commence within a period of six months. Otherwise the employee shall be losing his eligibility for further disbursements of housing loan amount and the bank at its discretion may recall the entire loan already disbursed. 2. For construction/ purchase of house/flat: <ul style="list-style-type: none"> - On execution of loan documents in case of construction of a house on an existing plot/site, 30% of the sanctioned loan amount shall be released as 1st installment. - 40% of the sanctioned loan amount shall be released, on production of acceptable proof of having invested the loan amount released earlier in the construction of the house up to plinth level, as 2nd installment. - 20% of the sanctioned loan amount shall be released, on production of acceptable proof of having invested the second installment amount in the construction of the house up to and including roof, as 3rd installment. - 10% of the sanctioned loan amount shall be released, on production of acceptable proof of having invested the third installment amount in the construction of the house and it is fit for occupation by the employee, as final instalment. - In case for purchase of already built-up house/flat or apartment, the entire eligible housing loan amount shall be released by way of a DD/PO in favour of

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		<p>the vendor to be delivered at the time of registration provided a letter from the vendor that the house/flat or apartment proposed to be purchased is ready for occupation with acceptable proof.</p> <ul style="list-style-type: none"> - In case of purchase of flat or apartment from a Housing Board, the entire eligible housing loan amount shall be released by way of DD/PO in favour of the vendor on demand only on production of satisfactory proof of investment of the employee's margin money in the flat/apartment. - In case the sanctioned housing loan amount provides for investing in the completion of unfinished work / extension / renovation etc. of the purchased house, the corresponding housing loan amount shall be released only after creating security in favour of the bank and against an acceptance of such unfinished work / extension / renovation etc. and a declaration by the employee that he would on completion of such unfinished work / extension / renovation etc., submit to the bank acceptable proof thereof, within a fortnight thereafter.
12	Legal Audit	Legal Audit guidelines as applicable to borrowal accounts of Rs. 25 lac and above are applicable to SHL limits of Rs. 25 lac and above as per HO Cir. No. 300 Ref 26 / 41 dated 25.11.2008..
13	Construction	<ul style="list-style-type: none"> - Loan for the construction should be released only after submission of the plan approved by the Competent Authority and the construction should be according to the approved plan and specification. - The construction should be completed within 18 months from the date of disbursement of first instalment. Extension of time limit is permissible up to one year by the Zonal Head.
14	Enhancement of existing Housing Loan	<ul style="list-style-type: none"> - Enhancement of staff Housing Loan will be allowed within the overall ceiling applicable for different cadres as per the revised scheme for the purpose mentioned hereunder: <ul style="list-style-type: none"> ± For enlarging / extension / renovation of residential house already owned, upto the limits mentioned in clause 3 above. ± For meeting the cost gap in construction / purchase of house / flat where the construction is completed within the last 5 years.
15	Surety in certain cases	In addition to execution of mortgage / agreement, the family pensioner to join as co-obligant where the employee opted for repayment beyond superannuation.
16	Insurance cover of the housing property	All residential houses / flats being financed under SHL shall be covered by insurance at the cost of the employee. Insurance premium debited to SHL be borne by the employee. Liability insurance is mandatory from the date of retirement. / exit.
17	General Conditions	<p>i) The title to the land should be clear.</p> <p>ii) Advance for ready built house or flat is admissible for outright purchase only. The purchase can be from Govt / Semi Govt bodies, Housing Boards, Development Authorities, Registered Co-operative Societies, etc. or from private parties.</p> <p>The purchase of ready built house / flat more than 10 years and up to 20 years old may be considered subject to the following conditions:</p> <ul style="list-style-type: none"> a) The house / flat should be a RCC structure. b) There should be an approved plan for the building. c) The valuation report of the building should be from an approved engineer / valuer of the bank. The report should cover nature and description of the structure, its age, life

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- d) expectancy and its market value.
All other documentary proof in respect of title, encumbrances, payment of taxes, etc. should be submitted along with the application for sanction of housing loan.

The application for housing loan should invariably be in the prescribed format duly filled-in with appropriate information / particulars and signed and accompanied by documents / papers detailed hereunder. Applications with insufficient information will be returned.

1. Copy of the Regd. Sale Deed evidencing title of the applicant to the proposed plot/site/house/flat/apartment in case the sale is executed, if otherwise copy of the stamped agreement to sell executed by the vendor.
2. Copies of the Regd. Documents evidencing the title of the vendor to the property sold tracing the title for the last 13 years.
3. Copy of Encumbrance Certificate on the immovable property proposed to be purchased or to be constructed covering immediate preceding 13 years to the date of application for housing loan.
4. Opinion of our approved legal adviser on clean, clear and marketable title of the applicant to the immovable property proposed to be purchased or to be constructed tracing the title for the last 13 years.
5. Plan of the house / flat or apartment duly approved by the competent authority.
6. Detailed estimate of the proposed construction by our approved engineer.
7. Detailed estimate of the cost of house in case of direct purchase of built up house by our approved engineer specifying the age and condition of the house. House having the age beyond 20 years will not be considered for providing loan.
8. No objection certificate from the Urban Land Ceiling Authority for mortgaging the immovable property to Andhra Bank in case the location of the said property proposed to be purchased or constructed attracts Urban Land Ceiling Act..
9. In case of takeover of liability from other Bank / FI, a NOC from the Bank holding the title deeds for release of security after satisfaction of the Housing Loan dues.
10. 3 months' salary certificates with full break-up including recoveries relating to the months preceding the month in which the housing loan application is submitted.
11. If any of the documents attached to the application for housing loan are in a language other than English, a true translation of the same into English duly authenticated by a Notary shall be enclosed.
12. A declaration from the employee indicating the sources for meeting the margin money / difference in the total cost of the plot / site / house / flat or apartment..
13. Where the loan is availed for construction of a house on a plot solely owned by the spouse of the employee, spouse besides joining as co- applicant / co-obligant to the loan, shall execute an undertaking in favour of the employee enabling him / her to avail the Housing Loan and to construct a house on the said plot as per the approved plan and keep possession of the property with the employee till the full closure of the Housing Loan. (Annexure -III)
14. Where the land is in the joint names with spouse, both should sign the loan agreement and shall create a charge over the property acquired and / or to be acquired by availing loan.

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	<ol style="list-style-type: none"> 15. Where the house / flat is proposed to be constructed / acquired by both husband and wife working in our bank, by clubbing their individual entitlement in staff housing loan, the house / flat should be acquired in their joint names, and both should join in creating equitable mortgage of the property proposed to be acquired. 16. Construction should commence within 6 months of sanctioning of the housing loan and should be completed within 18 months of first disbursement of instalment failing which the officer / employee gets disentitled for the undrawn balance and recovery commences as scheduled except in cases where extension of time has been permitted, by the competent authority. 17. Renovation means major repairs to house / flat or apartment. 18. For allowing every subsequent withdrawal, a certificate from our approved engineer with details of the stage of construction and break-up for the invested amount, countersigned by the local branch manager is required. 19. In case an employee, after obtaining sanction of housing loan, does not proceed with construction or leaves the construction unfinished mid-way thus giving the Bank an impression that the amounts so far released were not utilized for the purpose for which they were released, the Bank would decline releasing further amount and simultaneously issue a notice in writing demanding immediate repayment of the amounts released so far together with interest at commercial rate up to date. 20. Sanction is valid for a period of 6 months only. If not availed within this period revalidation / fresh sanction is required. 21. In case an officer / employee ceases to be in the Bank's service either on resignation / demise or on account of dismissal / discharge / compulsory retirement, outstanding loan amount together with interest thereon is liable to be repaid immediately on the date of his/her such cessation. 22. Requests for extension of repayment period beyond the date of exit in respect of staff members, who initially have not exercised such option, and who are seeking voluntary retirement under pension regulations, shall be at the discretion of the competent authority. It is not obligatory on the part of the authority to consider such requests since sanctioning of the said loan would be purely a commercial / business decision. 23. Wherever the repayment is permitted beyond exit / retirement, the Housing Loan account should be transferred to the branch from where the employee intends to draw the pension. 24. Instalment in arrears attracts overdue interest at applicable rates.
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SANCTIONING POWERS

Cadre and Location of Staff	Sanctioning Authority
1.All Officers in JMGS-I & Award Staff employees working at Head Office or other offices like Staff Training Centre under jurisdiction of Head Office.	Chief Manager, H R Department.
2.All officers in MMGS-II to SMGS-IVI working at Head Office or other offices like, Staff Training Centres, under jurisdiction of Head Office	Asst. General Manager, H.R. Department
3.All officers in JMGS-I & Award staff employees in the Zone	Chief Manager, Zonal Office
4.All officers from MMGS-II to SMGS-IVI working in the Zone	Asst. General Manager, Z.O
5.All officers in Scale – V	Deputy General Manager at ZO / HO
6.All Zonal Managers & Scale-VI Officers in Zones	Circle General Manager
7.All officers in Scale-VI under jurisdiction of Head Office	General Manager
8.All General Managers	Executive Director.

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ANDHRA BANK
(A Govt. of India Undertaking)

To
The General Manager/ Zonal Manager
Andhra Bank

Date:

Sir,

Reg: Application for Staff Housing Loan / Enhancement of Housing Loan
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I / we request you to sanction me a Housing Loan of _____ for _____
(construction/purchase plot/house/flat at _____). All the necessary
documents are enclosed herewith.

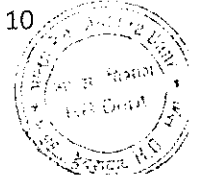
I / we hereby declare that neither I /we nor my / our children have availed housing loan at concessional rate
for more than two houses including the one proposed now under this application.

The necessary particulars are furnished hereunder:

S.No.	Particulars	Applicant -I	Applicant - II
1	Name		
2	Code No.		
3	Father / Husband Name		
4	Designation / grade		
5	Branch / Office with Code		
6	Date of Birth		
7	Date of Joining the Bank		
8	Date of retirement		

9. Purpose of the loan : a.
b.
c.
10. Cost / Estimate : _____
11. Margin : _____
12. Amount of loan required : _____
13. Cost gap, if any (10-11) : _____

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14. Source of funds to meet cost gap : Nature of source Amount
 a)
 b)
 c)

15. Salary Particulars for the :
 Month of _____ 201 :

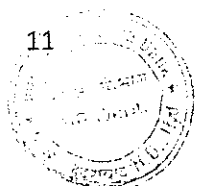
Particulars		Applicant -I	Applicant-II
	Gross Salary as per latest salary slip		
	40% of the Gross Salary (X)		
	Net Salary as per latest salary slip		
Add	150% HRA in case of leased accommodation		
Add	Installment of SHL (If applicable)		
Add	Installment of AHL (If applicable)		
Add	Instalments of Closed Loans if any		
Less	Proposed Loan Installment + Notional Interest of COD		
	Net Salary (after the above adjustments) (Y)		
	(Y) should be equal or more then (X)		

16. Residential address

a. Present Address :

b. Permanent Address :

c. e-mail Address :



17. Whether the spouse of the applicant : Yes/ No
 is employed
 If yes, please furnish the particulars
 of employment :

	Applicant -I	Applicant -II
Signature		
Name		

I / We exercise the option to repay the Housing Loan along with interest thereon in (Tick either of the two options below)

- in 360 monthly instalments or before the date of retirement / exit from the services of the bank (or)
- in 360 monthly instalments or before attaining the age of 75 years after exit .

1.

2.

Signature of the applicant./s

Recommendations of the Branch / Office:

Place :

Date :

Signature with office stamp

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UNDERTAKING LETTER TO BE GIVEN BY EMPLOYEES COVERED UNDER NATIONAL PENSION
SCHEME (Employees Covered by DCPF)

Date :

From :

To
The General Manager,
Human Resources Department,
Head Office,
Hyderabad.

Dear Sir,

Reg : Staff Housing Loan - Undertaking cum Option letter

I wish to inform you that, I have joined the bank on _____ and covered under the National Pension Scheme. My Permanent Retirement Account No. is _____.

I have submitted an application for sanction of Staff Housing Loan of Rs. _____ lacs for acquiring / construction of house / flat.

Since my date of retirement is _____ I wish to exercise the option to repay the loan in 360 monthly instalments or till my attaining the age of 75 years whichever is earlier.

I am maintaining account No. _____ for the purpose of NPS which is mentioned in the PRAN (Permanent Retirement Account Number) details also for the proceeds of NPS i.e. NPS lump sum and NPS annuity to be received by me after my retirement.

I hereby undertake to continue the same account and not to change the account during the tenor till the final settlement of the Staff Housing Loan. I authorise the bank to adjust such sums from the terminal benefits sanctioned to me, in satisfaction of the requirement that the instalment, post retirement, does not exceed beyond 60% of my monthly income from all sources. I further authorise the bank to adjust the staff housing loan instalments from the proceeds credited to the account. .

Yours faithfully,

(Signature of the employee)

Name :

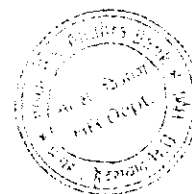
Attested by :

Name of the Officer / Manager

Code No.

Designation : .

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Branch :

Annexure -II

IRREVOCABLE AUTHORISATION LETTER FROM THE EMPLOYEE FOR ADJUSTMENT OF LOANS

To

The General Manager / Zonal Manager
Andhra Bank

Place:

Date :

LETTER OF UNDERTAKING

Sir,

I hereby authorize the Bank to recover the Personal / Housing loan with interest from my salary. In the event of suspension / retirement (voluntary or otherwise) / death or my ceasing to be in service for any reasons whatsoever, the outstanding balance in the loan account may be recovered from my subsistence allowance / any amount due to me from the Bank / Terminal benefits like Provident fund / gratuity / pension including under NPS etc. and or Personal account maintained in the Bank.

I hereby agree and declare that a demand from an authorized representative of the office of Andhra Bank where such loan accounts are maintained would be sufficient proof of my liability and a receipt issued by such office shall be sufficient proof of the Bank's passing on the amounts due to me.

I hereby further declare that this authority shall be irrevocable.

Yours faithfully

Signature

Name :
Code No:
Branch/Office :

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Sl No	Enclosures:	Tick documents submitted
1	Title deeds together with supporting documents tracing the title for the last 13 years	
2	Sale Agreement executed in favour of employee/s	
3	Non-encumbrances certificate for the last 13 years	
4	Approved Plan	
5	Estimate by our approved engineer or licensed surveyor	
6	Legal opinion by our approved legal advisor	
7	Salary slips for the previous 3 months of employee/s	
8	Permission from urban land ceiling authority / competent authority	
9	Undertaking letter in respect of employee/ s covered under National Pension Scheme (NPS)	
10	If the original link documents are not with the employee he has to submit the following 3 affidavits mentioning the number, date & nature of the documents: a) from owner / builder of the flat / land stating that the documents are with them and they were not mortgaged to any financial institution & they can be verified at any time. b) from the Manager of the branch declaring that he / she has verified the original Title Deeds and copies submitted by the employee are compared with that of the originals. c) from the employee declaring that he / she has verified the original Title Deeds and the copies submitted by him /her are compared with that of the originals	
11	Copy of Housing Loan Statement in case of takeover from our Bank / other Banks / Financial institution.	

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(Notarised affidavit to be obtained on Non Judicial Stamp paper of appropriate value)

To
The General Manager/ Zonal Manager
Andhra Bank

Date:

Sir,

Reg: No-Objection cum Undertaking Letter.
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My wife / husband Mr. / Ms. _____ Staff code No. _____
_____ presently working at _____ Branch, _____ Zone,
has applied for sanction of Housing Loan for construction of House over the plot which is standing in my name.

I _____ (name), residing at _____
_____ (address) hereby affirm that I am
the registered title holder of the land property of _____ Square Yards / Square Meters,
the particulars of which are furnished hereunder:

Extent of Plot :
Situated in Survey No. :
Location of the plot :
& Address :

I solemnly affirm and state that I have no objection for my wife / husband to construct a house on the above plot . Further I under take to execute all such documents needed for the purpose of creating charge over the said property to the Bank. I have obtained necessary clearances / approvals from the concerned competent authorities for construction.

I further undertake to keep the possession of the property with the bank till the liquidation of the dues to the Bank.

Date :
Place :
)

(Signature of the executant

Name :

Address :

Witness with name & Address : 1.

2.

h



LETTER FROM THE EMPLOYEE

From: _____

Place:
Date:

To
The General Manager/ Zonal Manager
Andhra Bank

Sir,

Reg: Disbursement of

Housing Loan sanctioned to me / us
###

I / We have been sanctioned Housing Loan of _____
_____ vide sanction letter no. _____ dt. _____.

The required documents are submitted herewith as under:

- i.
- ii.
- ii.
- iv.

I/We request you to disburse the full loan amount / 1st / 2nd / 3rd / 4th instalment of the loan at the earliest.

Please issue a Demand Draft for the amount in my / our name(s) in the name of _____
_____ and drawn on _____.

Yours faithfully

Signature(s) of the applicant(s)

h



CERTIFICATE FROM BRANCH / SENIOR MANAGER

From:

Place.

Date .

To
The General Manager/ Zonal Manager
Andhra Bank

Sir,

Reg: Housing loan sanctioned to Mr / Ms.
Staff Code No.
construction work

Officer / Clerk / Sub-staff - progress of

###

I have inspected on _____ the site / house/ flat belonging to the above named employee and report as under:

Location: Plot No. :
Survey No. :
House / Flat No. :
Address :

Nature of work in progress :

Work completed on the date of visit :

This is to certify that the construction is as per plan sanctioned by appropriate authority. We also certify that the work mentioned above is as per the estimates submitted by the employee while applying for housing loan / enhancement in limit.

Yours faithfully

Signature of Branch Head

B



Certificate from Approved Engineer

Place:

Date:

I / We have visited the following property on and certify regarding progress of the construction work as stated below:

Particulars of the property visited :
Plot No. :
House/ Flat No. :
Address :
Survey No. :

Property belongs to :

Nature of work in progress :

Work completed till the date of visit :

Amount spent for the above stated work :

(Rupees.

only)

I / We certify that the construction is as per plan sanctioned by appropriate authority. I / We also certify that the work mentioned above are as per the estimates submitted by the employee while applying for housing loan / enhancement in limit.

(Signature and Seal of the Engineer)

h

