

Annexure-II

Letter from the employee

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
The General Manager,  
Andhra Bank,  
Staff Welfare Department,  
Housing Loans Section,  
Head Office,  
Hyderabad.

Sir,

Re: Disbursement of additional housing loan sanctioned  
to me/us.

I/We have been sanctioned additional housing loan of  
Rs. \_\_\_\_\_ vide Sanction letter No. \_\_\_\_\_  
Dt: \_\_\_\_\_.

The required documents are submitted herewith as under:

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

I/We request you to disburse the full loan amount/  
I,II,III,IV 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

(xii)

WR

352/67

Signature(s) of the applicant(s)

Annexure- III

Certificate from Approved Engineer/Architect/Surveyor.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Certificate

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. \_\_\_\_\_  
Survey No. \_\_\_\_\_  
Building Door No. \_\_\_\_\_  
Flat No. \_\_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_

Property belonging to:

\_\_\_\_\_

Nature of works in  
progress.

\_\_\_\_\_  
\_\_\_\_\_

Works completed till  
the date of visit.

\_\_\_\_\_  
\_\_\_\_\_

Amount spent for the  
above stated works.

Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only)

Signature and seal of the  
Engineer/Architect/Surveyor.

(xiii)  
MP

352/68

Annexure IV

Certificate from Branch/Office Manager.

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
The General Manager,  
Andhra Bank, Head Office,  
Staff Welfare Department, Housing Loans Section,  
Hyderabad.

Sir,

Re: Additional housing loan sanctioned to \_\_\_\_\_  
\_\_\_\_\_ Staff Code No. \_\_\_\_\_  
Officer/Clerk/Sub-staff : Progress of construction  
work.

I have inspected on \_\_\_\_\_ the site/house/flat  
belonging to the above named employee on and report as  
under.

Location:

Plot No. \_\_\_\_\_  
Survey No. \_\_\_\_\_  
Place: \_\_\_\_\_  
Building/Flat No \_\_\_\_\_  
Building/Flat name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of works in  
progress

\_\_\_\_\_  
\_\_\_\_\_

Works completion  
stage.

\_\_\_\_\_  
\_\_\_\_\_

Yours faithfully

(xiv)

WR

352/69

Signature.