

Checklist for Self Construction of House on plot

1. Application form (Form No. HBL/NGIF/1).
2. Agreement from the member on non-judicial stamp paper of minimum value in state (Form No. HBL/ NGIF/ 2).
3. Letter of authorisation to NGIF with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper (Form No. HBL/ NGIF/ 3).
4. Affidavit of the nominee on form No. HBL/ NGIF/ 4 with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper.
5. Pre- Receipt (Form No. HBL/ NGIF/ 5) with Rs 1/- revenue stamp.
6. Latest Statement of Entitlement duly attested.
7. Original bills of 10% Cost of construction, paid by member.
8. Original Registered Title/ Sale Deed of plot including property chain documents. Plot should be in the name of Member or jointly with the spouse only. *** (Land in Lal Dora will not be considered for House Building Loan).
9. Original Non-Encumbrance Certificate issued by Sub-Registrar/Govt Pleader/Tehsildar after undertaking search of 13 years records. Alternatively Search Report/ Title Clearance Report for the same period by an Advocate with License no. of Advocate with proof of Search carried out.
10. Mutation Certificate/Land Tax Receipt.
11. Permission from Competent Authority to build the house from Municipal Corporation /Urban Development Authority/ Gram Panchayat as applicable.
12. Original Detailed Estimate by an Architect.
13. Change of Land Use Certificate from Competent Authority if the construction is proposed on the Agricultural Land.
14. Original sanctioned building plan approved by Gram Panchayat/Municipality.
15. Duly self attested (with name, rank and personal number) **coloured photographs** of the location (Plot) where the house is to be constructed, taken from a reasonable distance and angles (front and 3 sides) so that **neighbouring building/reference points can be seen**. (Subsequent photos for other instalments should be taken from the same angle as earlier to enable this office to co-relate the progress of construction in future).

NOTE – ADDITIONAL DOCUMENTS TO BE FURNISHED IN CASE OF UNMARRIED OFFICER/SAILOR, RUNNING GOVERNMENT HOUSE BUILDING ADVANCE, PROPERTY JOINTLY HELD WITH SPOUSE

16. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.
17. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).
18. Affidavit from the spouse of the member, if the land/house/flat is jointly owned by the member and spouse indicating his/her willingness to mortgage of his/her property jointly as security for loan, by the applicant member duly approved by Commanding Officer or Notarized on Non Judicial Stamp Paper of minimum value.