

INTEGRATED HEADQUARTERS, MIN.OF DEFENCE(NAVY)

PERSONNEL BRANCH
DIRECTORATE OF NON-PUBLIC FUNDS

INCLUSION OF ADDITIONAL POINTS FOR GRANT OF HBL

1. With immediate effect following points are to be incorporated in NGIF housing loan forms/instructions for members taking housing:-

SELF CONSTRUCTION OF HOUSE

(a) Payment will be made to members requesting Housing loan on self construction basis in three instalments on production of coloured photographs for each stage of construction as follows :-

- (i) 1st instalment (40% of sanction amount) - Plinth to roof level (Proof of own contribution viz 10% of consideration cost to be enclosed).
- (ii) 2nd instalment (40% of sanction amount) - House complete and plastered from out side.
- (iii) 3rd instalment (20% of sanction amount) - for internal fitments.

(b) While submitting **coloured photographs** following to be ensured kept by the members :-

- (i) Photograph should be taken from a reasonable distance so that neighbouring building/reference points can be seen.
- (ii) Photograph should be **self Attested and should endorse details of location of the property and owners name, rank & P.No. behind the photos.**
- (iii) 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.

PRIVATE BUILDERS

Original Receipts of payments made to the builders be obtained from members availing House Loan.

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(Subandhu Sharma)
Captain
Secy NGIF