

**APPLICATION FORM FOR GRANT OF CONVEYANCE TWO WHEELER AND
PERSONAL COMPUTER**

1. Name _____ Rank _____ No. _____
2. Establishment/ Ship _____ Station _____ Date of Commission/
Enrolment _____
3. Date of Birth _____ Date of Retirement/ Release _____
4. Martial Status _____ Driving License No. _____
(enclose attested photo copy) for vehicle loan only.

5. **Permanent Home Address of the borrower :-**

- (a) Full name of the individual : _____
- (b) Father/Mother Name : _____
- (c) House Number : _____
- (d) Street Number : _____
- (e) Village : _____
- (f) Post Office : _____
- (g) Telegraph Office : _____
- (h) Police Station : _____
- (j) Tehsil : _____
- (k) District : _____
- (l) State : _____
- (m) PIN Code : _____
- (n) Telephone Number : _____
- (p) e-Mail : _____

6. Basic Pay + Rank Pay _____ Total/ Gross
Emoluments _____

07. Credit Balance in DSOP/AFPP Fund _____
(Latest SE to be enclosed)

08. Amount of loan applied for Rs. _____

09. **Bank Details :**

- (a) Bank Name : _____
- (b) A/C No. : _____
- (c) Name of Branch _____
- (d) IFS Code : _____
- (e) MICR Code : _____

Contd...2/-

10. Particulars of Vehicle/ Personal Computer

- (a) Make _____
- (b) Model _____
- (c) No. _____
- (d) Source/ Dealer _____
- (e) Cost _____

11. Detail of advances/ Loans drawn from Govt. / DNPF/ Pvt./ Financial institutions.

	<u>Type of Loan</u>	<u>Name of Organisation</u>	<u>Amount</u>	<u>Recovery P.m./EMI</u>	<u>Outstanding Balance</u>
(a)	Housing Loan	Govt.	_____	_____	_____
		NGIF	_____	_____	_____
		Bank/ Pvt	_____	_____	_____
		Fin Inst	_____	_____	_____
(b)	Car	Govt.	_____	_____	_____
		NGIF	_____	_____	_____
		Bank/ Pvt	_____	_____	_____
		Fin Inst	_____	_____	_____
(c)	Two Wheeler	Govt.	_____	_____	_____
		NGIF	_____	_____	_____
		Bank/ Pvt	_____	_____	_____
		Fin Inst	_____	_____	_____
(d)	Personal Computer	Govt.	_____	_____	_____
		NGIF	_____	_____	_____
		Bank/ Pvt	_____	_____	_____
		Fin Inst	_____	_____	_____

(Fill up as per applicability)

(e) No. of installments preferred for repayment of loan _____

- CAR - _____
- PC - _____
- Two Wheeler - _____

Contd...3/-

II

CERTIFICATE

1. I have read and understood the Rules under which advances are granted. I fully agree to abide by the terms and condition and failure on my part in any way to comply with these conditions would make me liable to be called upon to refund the full amount of advance in one lump together with interest.
2. I understand that no plea of hardship consequent on reversion to a lower rank or hardship consequent on as a cause for reduction in the amount of monthly installments originally fixed will be accepted.
3. I also give my consent for recovery of loan by NGIF to liquidate it fully out of my Terminal Benefits/Survival Benefit/ DCRG/DSOP/AFPP/Encashment of Leave, in case under any circumstances, loan remains outstanding against me prior to my retirement.
4. In case of appointment abroad, I shall make arrangements to regularly remit every month the recovery in favor of NGIF or refund entire amount in one lump sum, prior to proceeding abroad.
5. I hereby further certify that :
 - (a) The particulars furnished by me above are correct.
 - (b) I have/ have not drawn an advance any time before for purchase of a motor/ Car/ Scooter/ Personal Computer from Govt. /NGIF.
 - (c) I am/ am not in possession of any vehicle (motor/ Car/ Scooter/ PC).
 - (d) I am applying for motor/ Car/ Scooter/ Personal Computer advance for my personal use.

Date _____

(Signature of the Member)
Contd...4/-

To be completed by the CO/ Director/ HOD

1. I have scrutinised the application of Rank _____
Name _____ No. _____
and have satisfied myself of the correctness of facts etc stated therein. My
recommendations are as follows :-

- (a) The loan amount applied is recommended as his/ her repaying capacity to liquidate the loan together with interest is relied upon.
- (b) No. of installment _____ (Depending on service left and within the maximum number permissible).
- (c) Possession of Vehicle/ PC will be useful to Member in performance of his duties.
- (d) **The applicant is not living on board ship. (for PC only).**
- (e) **The applicant is in possession of valid driving license and photo copy of same duly attested by the Divisional Officer is enclosed.**

2. I also certify that :-

- (a) The applicant has not applied for pre-mature retirement from the service. His date of retirement/expiry of present engagement is _____ **(The photo copy of CABs letter under which the sailor has been re-engaged for further service is enclosed herewith).**
- (b) The applicant has not applied or/ availed any type of loan from Govt./ NGIF/INBA.
- (c) The individual is fully competent to drive the vehicle and aware of the rules of the road.

Recommended & Forwarded.

Date : _____

(CO/ Principal Director/ HOD)

For Use in NGIF

- (a) Amount applied
 - (b) Amount sanctioned
 - (c) Rate of Recovery (EMI) :
 - (d) No. of Installments :
 - (e) Commencing from the Month of :
- Paid vide Cheque/ DD No. _____ dated _____

**FORM OF AGREEMENT TO BE EXECUTED BEFORE DRAWING
ADVANCE FOR PURCHASE OF MOTOR VEHICLE/ PERSONAL COMPUTER**

An agreement made on _____ day of _____ between _____ (here in after called the borrower) which expression shall include his heirs, administrators, and legal representatives of the one part and the NGIF (hereinafter call the NGIF which expression shall include successors and assignees) of the other part. Where as the Borrower has under the provisions of the Rules stipulated in Booklet (hereinafter referred to as the said rules which expression shall include any amendments there of the time being in force) applied to the NGIF for the loan of Rs. _____ for the purchase of a Motor Vehicle/ Personal computer and where as the NGIF has agreed to land the said amount to the Borrower on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED between the parties here to that in consideration of the sum of Rs. _____ to be paid by the NGIF to the Borrower, the Borrower hereby agrees with the NGIF to pay the NGIF the said amount with interest calculated according to the said Rules and hereby authorise the NGIF to make such deductions and (2) with in one month of the said loan for purchase of a motor vehicle/ personal computer of if the actual price paid is less than the loan, to repay the difference to the NGIF forthwith and (3) to execute a document hypothecating the said motor vehicle/ personal computer to the NGIF as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said Rules AND IT IS HEREBY FINALLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE/ PERSONAL COMUTER HAS NOT BEEN PURCHASED AND hypothecated as aforesaid within one month within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued there on shall immediately become due and payable/ recoverable from the borrowers Terminal Benefits/ Survival Benefits/ DCRG or any other amount due to him.

IN WITNESS where of the borrower and NGIF for and on behalf of the NGIF have here into set their hands the day and year before written.

Contd....2/-

Signed by the said in the presence of (Rank, Name & P.No. of the Borrower)
_____.

WITNESS

(Note: Witness who ever is signing the form of agreement, should retire after the borrower)

1. Signature _____
Name _____
Rank _____ No. _____
Unit/ Ship _____

2. Signature _____
Name _____
Rank _____ No. _____
Unit/ Ship _____

(Signature & designation of the Borrower)

Name _____

Rank _____ No. _____

For and on behalf of the NGIF of India in the presence of

1. Signature _____
Name _____
Rank _____ No. _____

2. Signature _____
Name _____
Rank _____ No. _____

Signature of Witnesses) _____
(Signature & designation of approving officer)

**FORM OF MORTGAGE DEED IN CASES OF ADVANCE FOR
PURCHASE OF MOTOR VEHICLE/ PERSONAL COMPUTER**

THIS INDENTURE made this _____ date of _____ Two thousand and BETWEEN _____ (hereinafter called "THE BORROWER" which expression shall include his heirs, administrators, executors and legal representatives), of the one part and the NGIF (hereinafter called "the NGIF" which expression shall include successor and assignees) of the other part. WHERE AS the Borrower has applied for and has been granted as advance of Rs. _____ to purchase a Motor Vehicle or a Personal Computer on the terms and conditions of Rules on Motor Car/ Motor Cycle/ Scooter/ Moped/ Personal computer _____ (hereinafter referred to as the said rules") which expression shall include any amendment thereof or addition thereto for the time being in advance has been/ was granted to the Borrower is/ was that the Borrower will/ would hypothecate the said motor vehicle/ (_____)/ personal computer to the NGIF as security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased or paid custom duty with or partly with the amount so advanced as aforesaid the Motor Vehicle or Personal Computer particulars whereof are set out in the schedule hereunder written. NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration of the aforesaid the Borrower hereby agrees to pay the principal and interest thereof to the NGIF for the sum of Rs. _____ aforesaid at the date of these presents by equal monthly installments (EMI) fixed by NGIF Office, Mumbai from his salary. The Borrower would hereby assign and transfer to the NGIF, the conveyance/ personal computer particulars and documents as required by the said NGIF Rules on the subject.

And the borrower hereby agrees and declares that he has paid in full the purchase price of the said motor vehicle/ personal computer and that the same is his absolute property and that so long as any money remains payable to the NGIF in respect of the said advance he will not sell/pledge or part with the property the said Motor Vehicle/ Personal Computer to any other party PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said Installments of principal or interest shall not be paid or recovered in the manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time ceases to be in Government service or if the Borrower shall sell or pledge or part with the property the said motor vehicle/ personal computer or become insolvent or makes any arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgment against the Borrower, the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid, shall be payable to NGIF and IT IS HEREBY AGREED and declared that the NGIF may on the happening of any of the events hereinbefore maintained, seize and take possession of the said motor vehicle/ personal/ computer and either remain in possession thereof without removing the same or else may remove and sell the said conveyance/ equipment either by public auction or private contract and may out of the sale moneys retain the balance of the said advance the remaining unpaid and any interest due thereon calculated as

Contd...2/-

aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights hereunder and executors, administrators or personal representative. PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Motor Vehicle/ Personal Computer shall not prejudice the right of NGIF to the dues the Borrower or his personal representatives for the said balance/ remaining dues and interest or in the case of the motor vehicle or personal computer being sold the amount owing AND the Borrower hereby further agrees that so, long as any moneys are remaining due and owing to the NGIF he, the Borrower will insure and keep insured the said motor vehicle or personal computer against loss or damage by fire theft or accident with an insurance company to be approved by NGIF and will produce evidence to the satisfaction of the NGIF that the motor insurance company with whom the said motor vehicle/ personal computer is insured have received notice that the NGIF is interested in the Policy. AND the Borrower hereby further agrees that he will not permit or suffer the said motor vehicle/ computer to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said motor vehicle/ personal computer, the Borrower will forthwith have the same repaired and made good.

Contd....3/-

THE SCHEDULE

Description of Motor Vehicle/ Personal Computer (fill up as per applicability)

_____.

Maker's Name _____

Description Make/ Model _____

No. of Cylinders _____

Engine Number _____

Chassis No. _____

Cost Price _____

Cost Price _____

IN WITNESS WHEREOF THE MORTGAGER/ BORROWER has here into set his hand and Shri _____ Designation _____ and Department _____ and on behalf of the NGIF has here into set his hand.

Signed by the said

(Signature & Designation of the Borrower)

Witnesses :-

(Note: Witness who ever is signing the mortgage deed, should retire after the borrower)

in the presence of (Witnesses)

1. _____

2. _____
(Name, Signature and address of Witness)

Signed by (Name and designation)

_____ for and on behalf of the NGIF in the presence of

1 _____

2 _____
(Name, Signature and address of Witness)

(Signature & Designation behalf of NGIF)

LETTER OF AUTHORISATION TO NHQ(DNPF) FOR RECOVERY OF LOAN

- I personal No. _____ Rank _____ Name _____ hereby authorise NGIF/ NAVPAY, in the event of my becoming Non effective in Indian Navy that for any reason, Retirement or Invalidment or mark run to pay Naval Group Insurance Fund on behalf, an amount equivalent to the Motor Car/Scooter/Personal Computer advance outstanding in my loan account Fund and as intimated by NGIF/NAVPAY out of my DSOP/AFPP Fund account, encasement of leave, DCRG/ Terminal Benefit balance as and when such DSOP/AFPP Fund Account or IRLA is finalised or adjust against Survival Benefits/ NGIS benefits, as applicable.
- I, hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next of Kin takes place.

(Signature & designation of the Borrower)

Name _____

Rank _____ No. _____

Witnesses :-

(Note: Witness who ever is signing the letter of authorisation, should retire after the borrower)

1. Signature _____
 Name _____
 Rank _____ No. _____
 Address _____

2. Signature _____
 Name _____
 Rank _____ No. _____
 Address _____

I have no objection to what is stated above by my _____ (relation)

Signature of Wife/NOK _____

Name : _____

Relation : _____

Age : _____

Date : _____

II
COUNTERSIGNED

Date _____

CO/Principal Director/HOD

Appendix _____
Refer to para _____

**APPLICATION FOR PERMISSION TO SELL MOTOR CONVEYANCE/
PERSONAL COMPUTER PURCHASED WITH THE HELP OF ADVANCE
OBTAINED FROM NGIF**

- 1. Name, Rank and P.No. : _____
- 2. Designation/Apptt. : _____
- 3. Establishment/ Ship : _____
- 4. Advance and date drawn : _____
- 5. Rate of Recovery : _____
- 6. Number of Installment Outstanding : _____
- 7. (a) Particulars of Motor Conveyance/ Personnel Computer.
- (b) Date of Purchase. : _____
- (c) Regd. No. : _____
- (d) Model/ Make/ No. : _____
- 8. Reason for selling : _____

(Signature)

Date : _____

Recommended and forwarded to NHQ(DNPF)

(CO/Principal Director/ HOD)

II

No. _____

Date _____

NHQ/ DNPF

III

Approved/Not Approved

PRE-RECEIPT

Received from the Secretary, Naval Group Insurance Fund, Naval Headquarters, New Delhi a sum of Rs. _____ (Rupees _____ Only) on account of Motor Car/ Scooter/ Personal Computer Loan.

2. I hereby authorise the Secretary NGIF to pay the above amount directly to _____ by (date) _____ under intimation to me.

3. I also authorise LO I/C, NPO, Mumbai to recover the loan and the loan interest thereon through my IPA as per EMI fixed by NGIF.

Signature _____
(Signed over one Rupee Revenue Stamp)

Name : _____
Rank : _____
P.No. : _____

COUNTERSIGNED

CO/ Principal Director/ HOD

Note : Pre-receipt should be submitted duly completed along with other documents at least one month prior to drawl of loan.

For office Use

(a) Sanctioned Rs. : _____

(b) Paid Rs. : _____

Vide Cheque No. : _____

Date : _____