

**Government of India
Department of Atomic Energy
Atomic Minerals Directorate for Exploration & Research**

Begumpet,
Hyderabad - 500 016

No.AMD-35/1/2015-Adm.II

853

August 18, 2015

CIRCULAR

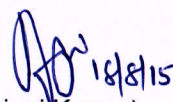
It is observed that employees granted with HBA are not submitting the required original documents viz., Registered Sale Deed, Registered mortgage deed etc., and are not insuring the property though it has been incorporated in the HBA sanction. Further, construction should be in accordance with the approved plan and specifications and it should be completed within 18 months from the date of drawal of first instalment of HBA. In the case of purchase of ready built house/flat, it should be acquired and mortgaged within 3 months from the date of drawal of HBA. Registered Sale Deed, Registered Mortgage Deed in original together with the other original documents of title of the land/house shall be deposited with the Head of the Department till the redemption of the mortgage.

2. On completion of construction/purchase, the house should be insured in the name of the President of India for a sum not less than the amount of HBA and shall keep it so insured against damage by fire, flood and lightning till the advance together with interest is fully repaid. For this purpose, the following Nationalised General Insurance Companies are authorized:

- a. New India Assurance Co., Ltd.
- b. National Insurance Co. Ltd.
- c. Oriental Insurance Co. Ltd.
- d. United India Fire and General Insurance Co. Ltd.
- e. Any insurance company approved by Insurance Regulatory Development Authority(IRDA)

3. The house should be maintained in good condition and kept free from all encumbrances and all the Municipal and other local rates and taxes should be paid regularly until the advance with interest has been repaid to Government in full. Further, an annual certificate to this effect along with the copy of latest house tax receipt should be submitted by **10th April of every year.**

4. All the employees sanctioned with HBA are requested to note the above for strict compliance for getting the rebate of 2.5% on HBA interest.


(N. Anjani Kumar)

Administrative Officer-III

To

1. All Groups/Sections/Labs., in AMD Hqrs.
2. All Regional APOs –

With a request to circulate to all Section/Field Units in their Regions concerned.

Copy to:

1. Director's Office, AMD, Hyderabad.
2. Additional Director, Op-I, AMD, Hyderabad.
3. Additional Director, Op-II, AMD, Hyderabad.
4. Additional Director, Op-III, AMD, Hyderabad.
5. Additional Director (R&D), AMD, Hyderabad.
6. JC(F&A), AMD, Hyderabad.
7. All Notice Boards.

CERTIFICATE OF MAINTENANCE OF HOUSE FOR THE YEAR .

I, Shri/Smt. _____
working as _____ have taken a House
Building Advance of ₹ _____ from the Government of India for the
purpose of construction of house/flat, purchase of house/flat on S.No
_____.

The house has been completed and I have insured the property for the period
from _____ to _____.

I am maintaining the house in good repair at my own cost and I am keeping it
free from all encumbrances and duly paying all the Municipal and other local rates
and taxes regularly. I am hereby submitting the annual certificate for the year
_____ and enclosing the copy of the tax payment receipt as a proof for the
payment.

Date:

Signature:

Name:

Designation:

E.C.No.:

Region/Section:

To

Assistant Personnel Officer
Admin-II
AMD, Hyderabad.