

FAQ's- HBA

1. Where do I get HBA application forms?

A. (i) On NEWN Website-> Knowledge-> Organisation generated-> Policy Letters-> DNPf Policy Letters-> NGIF-> NGIF HBA.

(ii) On Internet-> www.indiannavy.nic.in → Welfare → NGIF → NGIF House Building Advance.

2. What is the eligibility to avail a House Building Advance from NGIF?

A. All serving naval personnel who are members of Naval Group Insurance Scheme and have rendered minimum 3 years commissioned service. Naval personnel who are re-employed/ left with two years of residual service are not eligible.

3. What is the maximum limit of House Building Advance for officers and sailors?

A. House Building Advance are granted up to 90% of the cost of house/flat. House Building Advance is not given towards cost of stamp duty, registration, car parking, VAT etc. (The quantum of House Building Advance would however, depend on the repaying capacity of the individual member ascertained from statement of entitlement).

4. Can a re-employed naval person can avail NGIF HBA?

A. No.

5. When does one become ineligible for NGIF HBA?

A. When residual service is ≤ 2 years.

6. What is my repaying capacity?

A. Using the latest salary slip repaying capacity of a member is calculated as follows :-

Repaying Capacity = { 60%(Total Emoluments) – Total deductions}

7. Can I submit my property papers in Regional Language?

A. Yes, but a **translated English version of property papers** in regional language duly notarized (both in original) are to be submitted to NGIF.

8. Can I get a House Building Advance on property which is in the name of spouse/father/mother?

A. If the property is in the name of father/mother you can get House Building Advance only if the said property has been transferred on your name in the form of Gift Deed. No House Building Advance can be granted on property held in father/mother's name.

In case of property which is in the name of the spouse, you can get House Building Advance on production of an affidavit from the spouse stating that the land/house/flat is jointly owned by the member. Spouse should indicate his/her willingness to mortgage the property jointly towards security of House Building Advance, This should be duly notarized on Non Judicial Stamp Paper of minimum value.

9. How can I send my completed application for House Building Advance?

A. Completed application with the documents is to be sent by speed post/Registered post to the Secretary, Naval Group Insurance Fund, Directorate of Non Public Funds, Integrated Headquarters, Ministry of Defence(Navy), Talkatora Annexe Building, Ground Floor, Talkatora Indoor Stadium, New Delhi – 110 001. Now members can forward HBA application through e-mail on ngif-advance@navy.gov.in. However, sanction and disbursement will be made on submitting of original documents.

10. In how much time my housing House Building Advance application will be processed?

A. Sanctions are made twice a month on fortnightly basis. Processing time till sanction stage is 15 days if all documents are in order. Deficiency in documentation if any, would be intimated to the members through SMS, letter to borne unit and e-mail. Payment is made 7 days after sanction is accorded.

11. How do I know what are the deficiencies of documents in my House Building Advance application?

A. The deficiencies of intimated by way of SMS, letter to borne unit and e-mail after initial scrutiny by the staff & the legal advisor. This generally takes 15 days from receipt of application at DNPF. Deficiencies regarding payment are intimated by way of SMS, letter to borne unit and e-mail.

12. Can I get the whole House Building Advance amount in one full installment?

- A. Full Payment in one installment is released only in the following cases:-
- a. Ready Built houses/flats bought from an individual by the officer/sailor.
 - b. Flats sold by private builder provided proof forwarded indicates that the property is ready for possession.
 - c. Addition/alteration cases.

13. What is the Mode of Payment?

- A. Payments are released in the following manner:
- a. Bank transfer in the salary account as mentioned in statement of entitlement for **Self Construction /Private Builder/ Housing Board/ Society/ Ready Built/Addition and Alteration cases.**
 - b. Direct payment to the respective housing boards - **AFNHB/AWHO cases.**

14. What are the scheduled dates for payment in a month?

- A. Payments are normally made in first and third week of every month keeping in view holidays etc.

15. Can I get payment done earlier than the scheduled payment?

- A. No. Payment will be released to the member only on the scheduled payment date.

16. I have already paid the whole amount to the contractor/builder as the payment was due before applying the House Building Advance. Can I get the amount reimbursed?

- A. Payment is released for only for the amount asked by the contractor/builder. Reimbursement of any kind is not permissible.

17. When will I receive my payment?

- A. Payment is released within 7 days after sanction of House Building Advance application, if all documents required for payment are in order.

18. I have already sent the pre-receipt, but I have not received the payment. Why?

A. Following documents are mandatorily required to be submitted atleast 1 month prior to the release of the payment. The documents are:

a. Self Construction Cases –

- i. Pre-Receipt with revenue stamp duly filed and signed by Logistics officer/HOD/CO.
- ii. Latest Salary Statement.
- iii. Duly self attested (with name, rank and personal number) **colored photographs** of the house taken from a reasonable distance and angles (front and 3 sides) so that **neighboring building/reference points can be seen of the house constructed till date**. (Subsequent photos for other installments should be taken from the same angle as earlier to enable this office to co-relate the progress of construction).
- iv. Original bills with TIN/CST no. as proof of expenditure for the amount i.e. disbursed to the member towards the previous installment.

b. Private Builder/Society –

- i. Pre-Receipt with revenue stamp duly filed and signed by Logistics officer/HOD/CO.
- ii. Latest Salary Statement.
- iii. Original inked signed demand letter issued by the builder/ only scanned copy of demand letter duly self attested.
- iv. Original receipt from builder acknowledging the receipt of payment on account of the installment disbursed earlier to the member.

c. State Govt./AFNHB/AWHO –

- i. Pre-Receipt with revenue stamp duly filed and signed by Logistics officer/HOD/CO.
- ii. Latest Salary Statement.
- iii. Letter indicating date and installment amount to be paid to the State Govt. Board/AFNHB/AWHO.

19. I have been sanctioned Rs. X amount, but I have only received Rs. (X-Y) amount. Why?

A. One time Insurance Premium is deducted from the sanctioned House Building Advance amount at the time of release of 1st Installment.

20. I have already submitted 5/6 pre-receipts together with payment schedule at the time of applying House Building Advance. Do I have to re-send the pre-receipt and payment schedule every time?

A. Yes, you have to forward a pre-receipt and fresh demand letter in original issued by the builder along with other relevant documents each time for payment. Do not send many pre-receipts initially alongwith application as they are disregarded.

21. I have not received any correspondence regarding the details of the payment made. Why?

A. Correspondence is made after completion of post payment activities which takes 03-04 weeks. Complete and correct official correspondence address, email id and telephone number is required for the any type of correspondence.

22. Under which case can I apply for enhancement of House Building Advance?

A. Enhancement of House Building Advance can be applied only in case of the following cases:-

Escalation in basic cost of the flat/house. Proof of escalation from appropriate authority is to be enclosed. However the enhancement of House Building Advance would be accorded only if the total House Building Advance (initial + enhanced) is within the repaying capacity of the member.

23. My House Building Advance has been enhanced, how will the payment be released?

- A. Enhanced amount is released in the following manner:
- a. Amount enhanced will be released to the officer/sailor only when the EMI has commenced for the House Building Advance sanctioned earlier (i.e. the earlier House Building Advance has been fully disbursed).
 - b. Payment will be released in installments, if any, for cases whose previously sanctioned House Building Advance amount was partially disbursed.

24. When I can get my EMI chart?

A. After full disbursement of House Building Advance and commencement of EMI (Principal +Interest) request for EMI chart would be entertained. Original possession letter is required for the release of EMI chart

25. What all documents are to be submitted for EMI chart?

A. You are required to forward following documents:-

Self Construction: - Work completion certificate on the letterhead of the competent authority along with name, full address and mobile number of the Sarpanch/Mukhiya and self-attested photographs of constructed house. The member should sign the following certificate as the back of each photograph.

“I certify that this house is being constructed/constructed from the House Building Advance taken from NGIF”.

Flat through Builder: - Possession letter in original with self attested photographs of the Flat.

26. Can I refund House Building Advance partially?

A. Yes, you can refund the House Building Advance partially. Part refund of House Building Advance is permitted upto 25% of House Building Advance outstanding principal subject to minimum of Rs. 1 lakh.

27. What is the difference between BPI, moratorium interest and EMI?

A. **BPI** – Broken period interest is charged for the particular month on which the payment was released. BPI is calculated on the basis of no. of days.

Moratorium interest – Moratorium interest is charged monthly on the partial amount disbursed to the member. It is re-calculated on every part payment done to the member.

EMI – EMI is charged after full disbursement of the House Building Advance. EMI contains interest component as well as the principal component.