

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
VIDYUT SOUDHA :: VIJAYAWADA

Memo.No.JS(P)/DS(E)/AS(E)/PO.A/393/2018.

Date: 30.05.2019.

Sub: Estt – APGENCO – Loans & Advances – Sanction of Long term loans & Advances during the Financial year 2019-20 - Willingness – Called for – Regarding.

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It is proposed to sanction the long term loans & advances as detailed below for the Financial year 2019-2020.

House Building Advance	:	Approximately 75 -80 No. of employees.
House repair loan	:	Approximately 5-10 No. of employees.
Motor Car Advance	:	Approximately 130 – 140 No. of employees.

2. The list of employees applied for sanction of the above said loans, prepared based on the date of receipt of the application, is appended to this memo. The employees who are willing to avail the above said loans are requested to furnish the details in the proforma appended to this memo. They are requested to furnish the information through their respective Unit Heads for considering their names, as per seniority, for sanction of the loans.

3. The employees who are willing to avail the Motor Car advance are requested to furnish the quotation for the car along with latest pay slip.

4. The information should reach this office on or before 20.06.2019.

Encl: Proforma for workmen  
Proforma for non workmen.

A.PADMAVATHI  
Deputy Secretary(Estt)/FAC

To  
All the Employees (as per list)

Copy to

All the Chief Engineers/APGENCO.  
The Executive Director(Accounts), VS,VJA.  
The FA&CCA(A&T)/APGENCO,VS,VJA.  
The CGM(Adm, IS&ERP), APGENCO, VS,VJA.  
The Joint Secretary(Per), APGENCO, VS, VJA.  
All the Superintending Engineers/APGENCO.  
Stock file/Spare.

// FORWARDED :: BY ORDER //

  
PERSONNEL OFFICER

**PROFORMA FOR NON WORKMEN**

The following particulars and documents should be submitted in connection with sanction of House Building Advance for Non workmen:

1. Mode of the H.B.A required.
2. Consent letter from the owner of the site house from who he intends to purchase.
3. Certified copy of the title deed of the owner of the site/house.
4. Proposed plan of the house (approved plan) with receipt of payment of tax.
5. Detailed and abstract estimates signed by an AEE/Civil (for construction of house).
6. Latest pay and deductions particulars (in the scales of pay of 2014).
7. Valuation certificate of the house issued by the Civil Engineer (APGENCO/Govt.) (for ready built house/flat).
8. Latest encumbrance certificate issued by the concerned Sub-Registrar.
9. Amount of loan now required.
10. Date of entry into service.
11. Date of Birth.
12. Date of retirement on superannuation.
13. Other Particulars, if any.

Signature:

Designation:

Office in which  
Employed.

## House Repair

- 1) Sale Deed
- 2) Property Tax up to
- 3) Detailed abstract estimation
- 4) Latest EC
- 5) Latest Pay Slip
- 6) Approved plan

Requirement service for repair – 8 years service and left over service 5 years.

Employee should be submit the original Mortgage Documents within three months after sanction of loan.

**ROFORMA FOR WORKMEN**

Name of the Project:

1. Sl.No. :
2. Name of the Employee :
3. Designation :
4. Date of Birth :
5. Date of entry into service :
6. Date of retirement :
7. Basic Pay :
8. Recovery particulars :
9. Mode of House :
10. Whether willing to avail the loan or not :
11. Particulars of H.B.A availed already :
12. If Transferred name of the present Project :
13. Any other related information :
14. Remarks :