SANCTION LETTER OF U.G.C.

FINANCE & ACCOUNTS DEPARTMENT
HOUSE BUILDING LOAN SECTION

ALIGARH MUSLIM UNIVERSITY
ALIGARH

D.No……./HBL

Dated:……..

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……
……

Subject: - House Building Advance Sanctioned regarding

Dear Sir/Madam

1. I am to inform you that on the recommendation of the House Building loan Advisory Committee (meeting held on ……) and in anticipation of the approval of the executive Council, the Vice-Chancellor has sanctioned an advance of Rs…….. from the U.G.C.'s grant for purchase of a plot of land and constructions of the house/Construction of the house in your favour. The sanction is subject to the terms and conditions laid down in the Government of India Rules on the subject and other orders issued in this behalf from time to time. The sanction shall be withdrawn as soon as anything detrimental to the interests of the university comes to notice. The University shall not be responsible for any loss or damage due to delayed/non payment of any instalments or due to cancellation of the advance for any reason whatsoever.
2. Advance sanctioned for the purchase of a plot of land and construction of the house must be utilized and the relevant sale deed for the purchase of a plot of land furnished to this office not later than two months from the date of the drawl of the advance. The plot of land should be mortgaged in favour of the university by completing the necessary formalities for the mortgage with in six months from the date of issue of the sanction letter failing which the loan will be cancelled and will be recovered in one lump with interest at double the ordinary rate of interest.
3. The first instalment of advance for the construction of the house will be released on completing the formalities of the equitable mortgage deed by deposit of title deeds in favour of the university of the plot of land and the house to be constructed with in six months from the date of issue of the sanction letter of the advance and also furnishing the following documents to the satisfaction of legal Remembrancer/legal Adviser of the university in respect of clear marketable title to the land:-

   i) Two copies of the house plan duly approved by the prescribed Authority Aligarh/The Aligarh Development Authority, Aligarh, or by the University Engineer(only if the house is situated outside the 'regulated area' but within a radius of 5 km. from the University Mosque)

   ii) Two copies of the estimate on prescribed form duly signed by the university Engineer/University Assistant Engineer/University Overseer/Chartered Engineer/and approved architect/Lecturer/Reader/Professor of the Civil Engineering Department of the University.

   iii) Original Sale Deed for the purchase of the plot of land.

   iv) Non-encumberance Certificate issued by the Sub-Registrar, Aligarh with receipt for deposit of the prescribed fee there of.

   v) Permission of the competent Authority, Aligarh, for the mortgage of the plot of land in favour of the University.

   vi) Agreement duly typed on General stamp of Rs……./- and water papers.

   vii) Affidavit by notary typed on General Stamp paper Rs……../- and water papers.

   viii) Letter of Recital sent to the Registrar, A.M.U., Aligarh by Registered (A.D.) post.

   In case all the above mentioned formalities are not completed/finalized and the utilization of loan is not commenced within six months form the date of issue of the letter the sanction

of loan will be deemed to have been withdrawn and the loan will he cancelled and sanctioned to the next senior person in the list.

4. In case of advance for taking up construction of work, the work must commence within six months after the release on the first instalment and a certificate to this effect University Engineer shall be submitted failing which loan shall be cancelled and amount already advanced will be recovered in one lump with interest chargeable as double the ordinary rate of interest.

5. The interest will be charged on the advance at the following rates:-

6. In case the advance is not utilized for the purpose for which it is sanctioned and/or in accordance with the terms and conditions applicable to the sanction of the advance, it shall become immediately refundable by the loanee in one lump alongwith interest at double the ordinary rate of interest, in addition to the loanee being liable for disciplinary action.

Dy. Finance Officer (HBL)

Copy to:-

1. The University Engineer, Building Department, A.M.U., Aligarh
2. Property Officer, A.M.U., Aligarh

Dy. Finance Officer (HBL)