



OIL AND NATURAL GAS CORPORATION LTD.
Loan & Advance Section, Assam Asset
Old Administrative Block, Nazira -785685
Tel: 03772-241069

No.NZR/AA/L&A/OO/HBA/DISHA/(01)/2019-20

Dated 09.09.2019

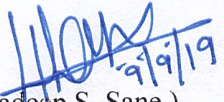
OFFICE ORDER

As per DISHA policy and paperless workflow environment, all HBA files are to be routed through DISHA system.

It is therefore enjoined upon all employees applying for HBA that the scan copies of entire set of supporting documents and HBA application (*as per the checklist attached herewith*) should necessarily be mailed to one of the following Executives through *lotus mail* and the same documents and application in original should be submitted to Loans & Advance Section, Nazira in physical form for approval of HBA proposal.

- | | | |
|-----------------------------|--------------|-------------------------|
| 1. Sh. Tapan Dutta, Sr HRE | CPF No.65605 | - HBA for Non-Executive |
| 2. Sh. P.C. Dutta, Sr HRE | CPF No.63924 | - HBA for Executive |
| 3. Sh. L. Sivakumar, Sr HRE | CPF No.77575 | - HBA for all |

This has the approval of competent authority.


(Pradeep S. Sane)
DGM(IE)-I/c- L&A

Distribution :

1. Incharge INFOCOM, AA, Nazira with a request to upload the Office Order & attached Checklist documents in Assam Asset Intranet Portal.
2. Individual copy (as above)
3. Office copy

CHECK LIST

1st HBA for Purchase of land and Construction of House

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents. **The documents for purchasing of land (Part-A) and construction of house (Part-B) should be submitted to L&A Section together with single HBA application.**
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested/signed	Translated copy (if any)	No. of pages	Scanned copy
A) HBA FOR LAND PURCHASE							
1	Approved Plan/Building Drawing	Yes	--	--			Yes
2	Building Estimate	Yes	--	--			Yes
3	Agreement for Sale of land	Yes	--	--			Yes
4	Trace Map in the name of seller	--	Yes	--			Yes
5	Tax Receipt/Revenue Receipt in the name of seller	--	Yes	--			Yes
6	Jamabandi in the name of seller	--	Yes	--			Yes
7	Non Encumbrance Certificate (NEC) / Search Certificate (along with Affidavit & Money Receipt) in the name of seller	--	Yes	--			Yes
8	Title clearance/No Litigation Certificate in the name of Purchaser and seller	Yes	--	--			Yes
9	Land Holding Certificate in the name of seller	--	Yes	--			Yes
10	Non-Agricultural land Permission / ULC in the name of seller	--	Yes	--			Yes
11	No Objection Certificate of Local authority in the name of seller	--	Yes	--			Yes
12	Pay Slip for the last month	Yes	--	Yes			Yes
13	Permission of CA for Land purchase and Construction of House (Proforma-S)	Yes	--	Yes			Yes
14	Self-declaration for clubbing all (A+B+C) categories	Yes	--	Yes			Yes
15	Letter for installment deduction (Optional)	Yes	--	Yes			Yes
16	Original HBA Application Form duly filled up	Yes	--	Yes			Yes

B) HBA FOR CONSTRUCTION OF HOUSE							
17	Trace Map in the name of loanee (after purchase of land)	Yes	--	--			Yes
18	Tax Receipt/Revenue Receipt in the name of loanee (after purchase of land)	Yes	--	--			Yes
19	Mutation Order (Tobe submitted after purchase of land)	Yes	--	--			Yes
20	Jamabandi in the name of loanee (after purchase of land)	Yes	--	--			Yes
21	Non Encumbrance Certificate (NEC) / Search Certificate (along with Affidavit & Money Receipt) in the name of loanee (after purchase of land)	Yes	--	--			Yes
22	Land Holding Certificate in the name of loanee (after purchase of land)	Yes	--	--			Yes
23	Non-Agricultural land Permission / ULC in the name of loanee (after purchase of land)	Yes	--	--			Yes
24	No Objection Certificate of Local authority in the name of loanee (after purchase of land)	Yes	--	--			Yes
25	Original Sale Deed (Tobe submitted after purchase of land by 2(two) months)	Yes	--	--			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____

CHECK LIST

1st HBA for Construction of House in own land

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents.
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Approved Plan/Building Drawing	Yes	--	--			Yes
2	Building Estimate	Yes	--	--			Yes
3	Trace Map	Yes	--	--			Yes
4	Tax Receipt/Revenue Receipt	Yes	--	--			Yes
5	Jamabandi	Yes	--	--			Yes
6	Non Encumbrance Certificate (NEC) / Search Certificate (along with Affidavit & Money Receipt)	Yes	--	--			Yes
7	Title clearance/No Litigation Certificate	Yes	--	--			Yes
8	Land Holding Certificate / Mutation Order	Yes	--	--			Yes
9	Non-Agricultural land Permission/ULC	Yes	--	--			Yes
10	No Objection Certificate of Local authority	Yes	--	--			Yes
11	Sale Deed or Periodic Khiraj Patta	Yes	--	--			Yes
12	Permission for Land purchase and Construction of House (Proforma-S)	Yes	--	--			Yes
13	Pay Slip for the last month with self-attested	Yes	--	Yes			Yes
14	Self-declaration for clubbing all (A+B+C) categories	Yes	--	Yes			Yes
15	Letter for installment deduction (Optional)	Yes	--	Yes			Yes
16	Original HBA Application Form duly filled up	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Date _____

Mobile No. _____

Date _____

CHECK LIST

1st HBA for Purchase of Ready-built House / Flat

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents.
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Approved Plan/Drawing of House/Flat	Yes	--	--			Yes
2	Valuation Report	Yes	--	--			Yes
3	Trace Map	--	Yes	--			Yes
4	Tax Receipt/Revenue Receipt	--	Yes	--			Yes
5	Last Electricity Bill in the name of seller	--	Yes	--			Yes
6	Jamabandi in the name of seller	--	Yes	--			Yes
7	Non Encumbrance Certificate / Search Certificate (along with Affidavit & Money Receipt)	--	Yes	--			Yes
8	Title clearance/No Litigation Certificate	Yes	--	--			Yes
9	Land Holding Certificate in the name of seller	--	Yes	--			Yes
10	NOC from Seller for Mortgage to ONGC	Yes	--	--			Yes
11	No Objection Certificate of Local authority	--	Yes	--			Yes
12	Allotment letter from Seller	Yes	--	--			Yes
13	Demand letter/notice from Seller	Yes	--	--			Yes
14	Deed of Agreement for purchase of house/flat	Yes	--	--			Yes
15	Money Receipt	Yes	--	--			Yes
16	Pay Slip for the last month	Yes	--	Yes			Yes
17	Permission of CA for purchase of Flat or Ready-built house (Proforma-S)	Yes	--	Yes			Yes
18	Self-declaration for clubbing of A+B+C categories	Yes	--	Yes			Yes
19	Letter for installment deduction (Optional)	Yes	--	Yes			Yes
20	Original HBA Application Form duly filled up	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____

CHECK LIST

1st HBA towards Purchase of under-construction of House / Flat

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents.
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Approved Plan/Drawing of House/Flat	Yes	--	--			Yes
2	Valuation Report	Yes	--	--			Yes
3	Trace Map	--	Yes	--			Yes
4	Tax Receipt/Revenue Receipt	--	Yes	--			Yes
5	Jamabandi	--	Yes	--			Yes
6	Non Encumbrance Certificate (NEC) / Search Certificate (along with Affidavit & Money Receipt)	--	Yes	--			Yes
7	Title clearance/No Litigation Certificate	Yes	--	--			Yes
8	Land Holding Certificate in the name of seller	--	Yes	--			Yes
9	NOC from seller for Mortgage to ONGC	Yes	--	--			Yes
10	No Objection Certificate of Local authority	--	Yes	--			Yes
11	Allotment Letter from Builder/Seller	Yes	--	--			Yes
12	Demand Letter/Notice from Builder/Seller	Yes	--	--			Yes
13	Deed of Agreement for purchase of house/flat	Yes	--	--			Yes
14	Money Receipt	Yes	--	--			Yes
15	Pay Slip for the last month	Yes	--	Yes			Yes
16	Permission of CA for purchase of under construction of flat (Proforma-S)	Yes	--	Yes			Yes
17	Self-declaration for clubbing of A+B+C categories	Yes	--	Yes			Yes
18	Letter for installment deduction (Optional)	Yes	--	Yes			Yes
19	Original HBA Application Form duly filled up	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____

CHECK LIST

1st HBA towards Repayment of Bank Loan

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents. **The documents from Sl. No.01 to 14 in the table must be submitted to L&A section within 1 (One) month from the date of releasing the installment towards Repayment of Bank Loan.**
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Approved Plan/Drawing of House/Flat	--	Yes	--			Yes
2	Valuation Report	--	Yes	--			Yes
3	Trace Map	--	Yes	--			Yes
4	Tax Receipt/Revenue Receipt	--	Yes	--			Yes
5	Jamabandi	--	Yes	--			Yes
6	Non Encumbrance Certificate / Search Certificate (along with Affidavit & Money Receipt)	--	Yes	--			Yes
7	Title clearance/No Litigation Certificate	--	Yes	--			Yes
8	Land Holding Certificate	--	Yes	--			Yes
9	No Objection Certificate of Local authority	--	Yes	--			Yes
10	Demand letter/notice from Builder/Seller	--	Yes	--			Yes
11	Allotment letter from Builder/Seller	--	Yes	--			Yes
12	Deed of Agreement for purchase of house/flat	--	Yes	--			Yes
13	Money Receipt	--	Yes	--			Yes
14	Sale Deed or Periodic Khiraj Patta	--	Yes	--			Yes

15	NOC from Bank for Mortgage to ONGC	Yes	--	--			Yes
16	Bank Certificate & Bank Statement in up-to-date	Yes	--	--			Yes
17	Pay Slip for the last month	Yes	--	Yes			Yes
18	Permission of CA for HBA loan from Bank (Proforma-S)	Yes	--	Yes			Yes
19	Permission of CA for Repayment of Bank Loan (Proforma-S)	Yes	--	Yes			Yes
20	Self-declaration for clubbing of A+B+C categories	Yes	--	Yes			Yes
21	Letter for installment deduction (Optional)	Yes	--	Yes			Yes
22	Original HBA Application Form	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____

CHECK LIST

2nd HBA for Enlargement of Existing House

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents.
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Approved Plan/Drawing of House	Yes	--	--			Yes
2	Building Estimate	Yes	--	--			Yes
3	No Objection Certificate of Local authority	Yes	--	--			Yes
4	Insurance of existing building	Yes	--	--			Yes
5	Completion Certificate of 1 st HBA / Date of Possession	Yes	--	--			Yes
6	Pay Slip for the last month	Yes	--	--			Yes
7	Permission of CA for enlargement of existing house (Proforma-S)	Yes	--	Yes			Yes
8	Original HBA Application Form duly filled in	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____

CHECK LIST

Additional HBA for Major Repairs and Renovations

- In order to process of House Building Advance (HBA), the following documents alongwith documentary proof duly certified/signed by Administrative/Legal/Competent authority are required to submit alongwith HBA application.
- All required documents are to be submitted in original or attested copy as mentioned in the table as well as soft copy through scanning, failing which, the process would not be considered due to incomplete and shortage of documents.
- All documents should be in English language, in case, the documents are in local language, translated copy duly certified/attested by the Administrative/Legal authority must be submitted.
- All required informations against the document particulars as mentioned below are to be filled up in column “No. of pages” and “YES” or “NO” in “Translated copy (if any)” column documents.

Sl. No.	Details of documents	Type of documents to be submitted				Details of Doc.	
		Original Doc.	Attested copy	Self-attested	Translated copy (if any)	No. of pages	Scanned copy
1	Estimate certified by Registered Architect/Engineer	Yes	--	--			Yes
2	Completion Certified of 1 st HBA / Date of Possession (Optional)	Yes	--	--			Yes
3	Insurance of existing building	Yes	--	--			Yes
4	Pay Slip for the last month	Yes	--	Yes			Yes
5	Permission of CA for Major repairs and renovations works (Proforma-S)	Yes	--	Yes			Yes
6	Original HBA Application Form duly filled in	Yes	--	Yes			Yes

Signature of Applicant

Name : _____

Designation _____

CPF No. _____

Place of Posting _____

Mobile No. _____

Date _____