



IMPORTANT CIRCULAR

	OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1 STAFF ROAD, SECUNDERABAD - 500 009 TELEPHONE NO. 040-27843385 (Ext:320) FAX NO. 040-27810499	
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No. AN/II/2048/HBA/INS

Date: 14.10.2022.

To

The CDA, IT & SDC Secunderabad,
The Officer I/c,
PAO(ORs) EME/ PAO(ORs) AOC,
All Sub-Offices (as per standard list),
All Sections of Main Office.

Subject: Insurance/Upkeep of House built/purchased with the aid of HBA – Rendition
of Annual Certificate – Regarding.


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Under the provisions of Rule 7(c) of HBA Rules and Ministry of Urban development, New Delhi OM No. 1/17015/12/85-III, dated 06.02.1987, Central Government servants constructed house or acquired flats with the aid of HBA are required to insure the houses/flats against fire, flood, lightning etc., every year till the advance together with interest thereon is fully liquidated. Hence, all the head of offices/sections are requested to obtain Annual certificate (Certificate Proforma enclosed) from each HBA loanee, before disbursement of pay for the month of October to that effect that the insurance of the house/flat has been got done/renewed.

It is also requested that cases requiring condonation for the period beyond one year should be brought to the notice of this office for scrutiny and necessary action. NIL report is also required.

Annual certificates along with renewed insurance policies if any, should reach this office latest by 28.10.2022.

Encl: Certificate


(S VATSALA)
ACDA (AN)

CERTIFICATE IN TERMS OF RULE 7 (C) OF HBA RULES

I.....A/C.No.....

Grade.....serving in the office of.....

.....have taken HBA of Rs.....

(Rupees.....) from

Govt. of India for the purpose of construction/purchase of House/Flat, situated at

.....

.....The house/flat was completed and I have

insured the house/flat. I have renewed the Insurance Policy for Rs.....for

the period ending..... The policy is enclosed /already submitted. The

Insurance Policy is due for renewal on.....

I also certify that:

- 1) The house is maintained in good repairs.
- 2) The house is free from all encumbrances.
- 3) All the Municipal and other taxes are regularly paid.

Station:

Date:

Signature:

Name:

A/c No.

Grade: