

Secretary
A F G I S
Subroto Park
New Delhi – 110010



Tele : 011 25693604,
AFNET : 2330 7527
Fax : 011 - 25691182
E-Mail : adva-nce@gov.in
Mob No : 78350 63034

PROFORMA

DEMAND FOR RETURNING OF PROPERTY DOCUMENTS

(To be forwarded 15 working days in advance for collection / despatch of documents)

1. Service No.....CSF.....Rank.....Name.....
Unit.....AFNET No.....Mobile No.....
E Mail.....

2. **Reasons justifying the demand for Property documents.** (Please tick (v) as applicable)

- (a) Lump sum refund of House Building Loan amount on (Date)
(b) Balance amount of HBL recovered from my survival benefit
(c) Liquidation of HBL on completion of tenure of loan

☐
☐
☐

3. **Despatch / By hand collection.** (Please select one option)

- (a) **Option I.** I will collect of my property documents **personally** from AFGIS.

☐

- (b) **Option II.** The documents may please be sent by registered post to the following postal address:

Address - Unit / Home.....		
.....		
Village.....	PO.....	VIA.....
Dist.....State.....Pin Code.....		

- (c) **Option III.** The property documents may please be handed over to the person whose Service particulars and signatures are attested by me in the authorization given below:-

Service No.....CSF.....Rank.....Name.....	
(1)	(2)

Date: _____ (Signature of applicant)

For AFGIS use only

The property documents of housing loan dispatched / handed over by - Asst Manager / Manager