

FOR USE BY EMPLOYEES OF STATE GOVERNMENT ONLY

(To be filled up by Drawing Officer and enclosed in a closed envelope)

To,
Housing Development Finance Corp. Ltd.,
"HDFC House", D.No. 3-6-310,
Hyderguda Road, Basheerbagh,
HYDERABAD - 500 029.

Dear Sir,

We hereby furnish the details of employment and confirmation for salary deduction of our employee Mr. / Ms.

- a) Whose loan application is enclosed herewith /
- b) Who has already submitted the loan application directly to you (strike off whichever is not applicable)

A) DETAILS OF EMPLOYMENT :

- 1. Name of the employee :
- 2. Date of birth :
- 3. Date of joining :
- 4. Designation :
- 5. If on deputation, Name of the parent department :
- 6. Date of retirement and retirement age :
- 7. Financial soundness of the employee :
- 8. Disciplinary action, if any, taken against employee :
- 9. Has there been any Court Attachment of salary in the past :
- 10. Any information about the employee you deem relevant :

Good / Satisfactory / Poor
(Strike off whichever is not applicable)

SALARY PARTICULARS	DEDUCTIONS	Principal
Rs.		
Basic Pay :	PF-Contribution :
D. A. :	PF Loan :	
C.C.A. :	Voluntary PF :	
H.R.A. :	Income Tax :	
Conv. allowance :	APGLI Contribution :
(other allowances to be specified)	,, Loan Repayment :	
	LIC Premium :	
	Other deductions (please specify) :
	1. H.B. A. Loan :	
	2. :	
	3. :	
	Total Deductions :	_____
Gross Salary : _____	Net Salary :	_____

We hereby certify that the above particulars are true according to our records and to the best of our knowledge and belief.

Place :
Date :

Signature of Drawing
Officer
Office Seal & Address

* Acquittance register deductions

B) CONFIRMATION FOR SALARY DEDUCTIONS :

(under G.O. Ms. No. 283 Dated 17-7-1993)

FOR SELF DRAWING OFFICERS

Date :

..... hereby undertake in my capacity as self Drawing Officer of Department, Government of Andhra Pradesh, to deduct my H.D.F.C. housing loan instalments (EMIs) from my salary and remit the same directly in my official capacity to Housing Development Finance Corporation Limited by Cheque / DD every month.

In the event of my being transferred to location where I am not a Self Drawing Officer, I will ensure that the deduction is continued by my then drawing officer.

Signature of Immediate
Superior officer with seal

Signature of Applicant
with office seal

FOR NON SELF DRAWING EMPLOYEES

Date :

We undertake to deduct the Monthly Instalments (EMI) of housing loan of H.D.F.C. from the salary of Mr/Mrs. as per the above Government Order and remit the same to H.D.F.C. Ltd., by cheque / DD every month. In the event of his/her transfer, we shall send the Authorisation Letter of the employee along with the LPC to the new Drawing/Disbursing Officer under Intimation to H.D.F.C. We undertake to remit the recovered instalment by way of D.D. / Banker's Cheques the commission shall be recovered from the employee.

DRAWING OFFICER
SEAL

I hereby authorise my employer to deduct H.D.F.C's housing loan instalments (EMIs) from my salary and remit the same directly to H.D.F.C. In the event of my transfer, I shall ensure that the deduction facility is transferred to my new location. In the event of my becoming a self Drawing Officer, I shall deduct the instalments from my salary in my official capacity and remit the same to H.D.F.C. directly by cheque / DD every month.

Place :

Date :

Signature of Applicant
Co-Applicant