

Draft of Letter to be written to the Head of the Department by the Loanee Central Govt. Employee

To

The Head of Office  
Office of the DC(MSME)  
A, Wing, Nirman Bhavan, New Delhi.

Subject: Obtaining Housing Loan from \_\_\_\_\_ by creating second charge in their favour by 'Equitable Mortgage'.

Sir,

I have been sanctioned HBA amounting to Rupees..... by..... vide OM No....., dated .....I have since executed the mortgage in favour of the the President of India and deposited the deeds of title of the properties and Mortgage Deed with the.....as per the terms of the HBA Rules.

M/s .....(name of financial Institution ) whom I had Approached for an additional housing loan by creation of second charge in terms of Ministry of Works and Housing, OM No 1/17011/4/72-H. III, dated the 2<sup>nd</sup> December 1982, have consented to advance loan amounting to Rs..... (Rupees ..... ) to me and have also agreed to abide by the conditions as laid down in the Ministry of Works and Housing, O M No. I/17011/4/82-H. III dated 7-5-1983.

I hereby convey my consent to agree and undertake to abide by the following conditions in this regard: -

- (i) the said documents of title shall be transferred to M/s. ....(the financial institution) by the mortgagee on behalf this Mortgagor and that shall be held and retained by the said financial institution only as a second Mortgage subject and subordinate to the rights of the President of India as first Mortgagee;
- (ii) M/s.....shall not at any time or for any reason part with such title deeds without written consent of the Mortgagee first had and obtained and on such conditions as may be imposed by the said Mortgagee at its discretion;
- (iii) after, at any time, the said financial institution ceases to be second Mortgagee of the said premises , the said financial institution shall be obliged to return the said title deeds to the first Mortgagee only, on behalf of this Mortgagor whether or not any demand in this behalf is made by that Morgageee ;
- (iv) the said financial Institution shall produce or cause to be produced the said title deeds as and when required by the First Mortgagee for any reason whatsoever regardless of whether the said proposed second mortgage due to be in existence or otherwise discharged ; on the understanding that as soon as the purpose is served, the same shall be returned by the Mortgagee to the financial Institution to be dispensed subject to these conditions;
- (v) nothing in these provisions shall be construed to create any financial or other obligations or liabilities in the first Mortgagee, vis-a-vis, the said financial Institution or shall in any manner alter, abridge or abrogate the rights of the said Mortgagee, who shall always be and continue to be the paramount Mortgagee.

I now request you please to grant me permission to raise loan on said second charge in favour of

M/s ..... and to transmit the deed of title to M/s .....on my behalf under intimation to me, so as to enable them to release the loan of Rs.....(Rupees.....) to me by creation of an 'Equitable Mortgage' in this manner.

Yours Faithfully,

Signature.....  
Name in full (Block letters)

Dated: \_\_\_\_\_

Complete address - (Office) :.....

(Residence) :.....