

AFGIS : PERSONAL COMPUTER LOAN (PCL) SCHEME (REVISED)

EFFECTIVE FROM 01 NOV 15

SALIENT ASPECTS

1. **Eligibility.**

Officers	After completion of six months of service.
Airmen	After completion of two years of service
NCs(E)	After completion of ten years of service

2. **Quantum of Loan.**

Officers	Rs Two lakhs
Airmen	Rs One lakh
NC(s)E	Rs 50,000/-

3. **List of Items.** Loan admissible for purchase of computer (desktop/ laptop) and necessary peripherals (monitor/ keyboard/ mouse/ speakers/ headphone/printer/multi functional device etc) and accessories (UPS, external HDD,OHP projector etc) and computer table.
4. **Rate of Interest.** 9 % pa
5. **Processing Fees.** The processing fees of Rs 200/- will be recovered by deducting the same from the remittance of the loan.
6. **Insurance of PCL.** A one-time non-refundable contribution towards insurance of PCL will be recovered from the loanee from the PCL amount. The existing rate of non-refundable contribution towards insurance is as annexed.
7. **Repayment of loan.** Maximum 96 installments.
8. **Discipline Cases.** Not eligible if two or more (red ink) entries and five years have not lapsed from the last entry and/or disciplinary proceedings (SOE/GCM/DCM etc) are initiated/ in progress.

AFGIS
PERSONAL COMPUTER LOAN (PCL)
APPLICATION FORM : INSTRUCTIONS

1. The application form is to be filled in single copy after ensuring eligibility of loan as per the rules.
2. Strike out words which are not applicable. No column is to be left blank. Incomplete application will be rejected summarily.
3. The application is required to be countersigned by AOC/Stn Cdr/CO/Principal Director (as applicable).
4. No page/ leaf of the application form is to be detached/ removed.
5. Agreement form attached with the application may also be filled in all respects and signed by the applicant at the bottom of the page duly witnessed by two persons/ air warriors of appropriate status.
6. Date and amount is not to be written in the Agreement form and Contingent Bill. (Based on Repaying capacity, the amount approved will be filled by AFGIS).
7. The following is to be attached with the PCL application :-
 - (a) Self attested printout of latest e-payslip.
 - (b) Proforma Invoice (indicating the price of personal computer) is also to be attached.
8. Applicant is to clearly state his/her bank A/c No, IFSC code, MICR Code, Name & Branch of the bank in the main application page (page no. 1) and contingent bill.
9. Application should be forwarded to AFGIS under a covering letter from the applicant's unit.
10. The address to which the cheque is to be sent by post is to be clearly mentioned in the application.
11. The PCL shall be mandatorily insured. One-time non-refundable contribution will be recovered from the amount of loan.

AFGIS : PCL

EMI CHART @ 9% ON MONTHLY REDUCING BALANCE

<u>TENURE OF LOAN</u> (Years)	<u>AMOUNT</u> ₹ 50,000/-	<u>AMOUNT</u> ₹ 1,00,000/-	<u>AMOUNT</u> ₹ 2,00,000/-
1	4373	8746	17491
2	2285	4569	9137
3	1590	3180	6360
4	1245	2489	4978
5	1038	2076	4152
6	902	1803	3606
7	805	1609	3218
8	733	1466	2931

AMOUNT OF NON-REFUNDABLE INSURANCE CONTRIBUTION PER LAKH

<u>TENURE OF LOAN</u> (Years)	<u>AMOUNT (₹)</u>	
	Officers	Airmen/ NCs(E)
1	319	275
2	484	410
3	651	544
4	819	678
5	988	813
6	1158	950
7	1332	1089
8	1510	1231

19. Anticipated total cost of PC/ Laptop and peripherals Rs.

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(Proforma invoice from Dealer/Firm/Company indicating the price of all items is attached)

20. Amount of loan required Rs.

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21. Repayment – EMI's

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 (Max 96 EMI to be recovered prior to date of retirement/ discharge in present term of engagement)

22. Applicant's permanent address (As per service records):
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23. Applicant's unit address (Present address):
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.....

24. I have read and understood all the rules and regulations governing PCL from AFGIS given in IAP 3601/AFGIS webpage on AFNET and I shall abide by these rules and regulations.

Place:

Date:

.....

(Signature of Applicant)

AGREEMENT

AN AGREEMENT MADE THIS..... dayof.....Two thousand betweenSon/daughter / wife of (hereinafter called the borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and Air Force Group Insurance Society, a society registered under the Societies Registration Act, 1860 having its office at Subroto Park, New Delhi- 110010, hereinafter called the Society, which expression shall include its successors in office and assigns of the other part.

WHEREAS the Borrower who is the member of latest Scheme of AFGIS, HAS agreed under the provisions of the Rules framed by the Society to regulate the grant of advances to members of latest scheme of AFGIS for purchase of Personal Computer (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendments thereof or addition thereto for the time being in force) applied to the Society for an advance of Rs..... (Rupees)) to the Borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS FOLLOWS :

1. In consideration of the sum of Rs..... (Rupees.....) to be paid by the Society after the execution of this agreement for the purchase of Personal Computer and accessories to the Borrower in the manner as provided in the said rules, the Borrower hereby agrees with the Society to make such deductions. :-

- (a) To repay to the Society the said amount with interest calculated according to said rules by monthly deductions from his salary as provided in the said rules and hereby authorising the Society to make such deductions.
- (b) To repay the difference to the Society forthwith within one month from the date of payment of the said loan for purchase of a Personal Computer if the actual price is less than the loan paid.

2. IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE PERSONAL COMPUTER HAS NOT BEEN PURCHASED as aforesaid within one month from the date of payment of the said sum of Rs..... or if the borrower within that period becomes insolvent or quits the service of the Govt or dies, the whole amount of the loan together with interest accrued thereon shall immediately become due and payable to the Society.

3. The Society shall be entitled to recover and/or receive the balance of the said advance with interest remaining unpaid and any other dues at the time of his retirement / cashiering/dismissal from service and death proceeding retirement or cancellation of the booking from the whole or any specified part of the gratuity, commuted value of pension and encashment of leave that may be sanctioned to him, survival benefits, death benefit payable to the beneficiaries without any demur from any quarter.

IN WITNESS WHERE OF THE BORROWER has hereunto set his hand and Principal Director, AFGIS. for and on behalf of the AFGIS has hereunto set his hand on the day month and year aforementioned.

.....
(Signature of the Borrower)

1st Witness.....
Name
Address.....
Occupation.....

2nd Witness.....
Name.....
Address.....
Occupation.....

Signed by Air Cmde / Gp Capt..... in the office of AFGIS, New Delhi

(For and on behalf of the Society)
In the presence of :
1st Witness.....
Address: AFGIS, Subroto Park, New Delhi – 110010
110010
Occupation.....

PD, AFGIS
2nd Witness.....
Address: AFGIS, Subroto Park, New Delhi -
Occupation.....

LETTER OF AUTHORISATION TO AOC. AFCAO

ORIGINAL

1. I Service No.Rank..... Name..... Branch/Trade.....
.....hereby voluntarily authorise AOC, AFCAO, in the event of my becoming Non-Effective in IAF for any reason, to pay Society on my behalf, an amount equivalent to the Personal Computer loan outstanding in my account and as intimated by AFGIS to AFCAO, out of my DSOP / AFPP Fund account, encashment of accumulated leave, all kinds of Gratuity and IRLA balance as and when such DSOP / AFPP Fund Account or IRLA or pension account are finalised.

2. I hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next of Kin takes place.

.....
Signature of applicant
Date:
Unit:

I hereby state that I have no objection to what is stated above by my spouse/..... (relation.)

.....
Signature of Niominee(s) *
Name.....
Relation.....
Age.....
Place.....
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Witness 1.....(Signature)
Name.....
Address.....
.....

Witness 2.....(Signature)
Name.....
Address.....
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* Note: In case of more than one nominee, signature of all the nominees to be obtained.

COUNTERSIGNED

Date

AOC/Stn Cdr/OC Unit

LETTER OF AUTHORISATION TO AOC. AFCAO

DUPLICATE

1. I Service No.Rank..... Name..... Branch/Trade.....
.....hereby voluntarily authorise AOC, AFCAO, in the event of my becoming Non-Effective in IAF for any reason, to pay Society on my behalf, an amount equivalent to the Personal Computer loan outstanding in my account and as intimated by AFGIS to AFCAO, out of my DSOP / AFPP Fund account, encashment of accumulated leave, all kinds of Gratuity and IRLA balance as and when such DSOP / AFPP Fund Account or IRLA or pension account are finalised.

2. I hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next of Kin takes place.

.....
Signature of applicant
Date:
Unit:

I hereby state that I have no objection to what is stated above by my spouse/..... (relation.)

.....
Signature of Niominee(s) *
Name.....
Relation.....
Age.....
Place.....
.....

Witness 1.....(Signature)
Name.....
Address.....
.....

Witness 2.....(Signature)
Name.....
Address.....
.....

* Note: In case of more than one nominee, signature of all the nominees to be obtained.

COUNTERSIGNED

Date

AOC/Stn Cdr/OC Unit

UNDERTAKING

I Service No..... Rank..... Name..... Branch/ Trade
hereby authorise AFGIS, in the event of my becoming N/E in IAF for any reason, i.e. discharged/AWOL/Deserter, to recover my outstanding Personal Computer Loan from the claim due to me or my nominee(s), in the event of my death.

.....
 (Signature of nominee(s)
 Name.....
 Address.....

.....
 (Signature of Applicant)
 Rank.
 Name.....
 Unit.....

.....
 (Signature of Witness 1)
 1.....

.....
 (Signature of Witness 2)
 2.....

TO BE COMPLETED BY ADJT

1. I have scrutinised the application of Rank.....Name.....
 Branch/Trade..... Service No.and have satisfied myself of the correctness of the facts stated therein.

2. My recommendations are as follows :-
 (a) Amount recommended for approval Rs.....
 (b) Number of Instalments (Depending on present engagement)

3. I also certify that
 (a) From the service documents/personal files it reveals that there are no disciplinary proceedings or adverse comments or any other cases pending against the applicant which may truncate his/her service. The details of adverse entries (in respect of airmen/ NCs(E) only) are as follows:

Red Ink entries Date.....

(b) The applicant has not applied for pre-mature release from IAF nor have retirement orders been issued.
 (c) The applicant has not applied for loan from Govt / Banks/ other Financial Institution except as stated by the applicant.

4. Date of Retirement / Release (In present engagement)

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 Extn of service granted vide POR No..... (Extract enclosed) From

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 To

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5. "The applicant would not be ineligible to avail of the loan from AFGIS due to provision of para 6 (g) of AFO 2/09".

6. As per the documents held by the unit, the following is/are the AFPPF/DSOPF nominee(s) of (Ser No and Name of applicant).

(a) Name Relation.....

(b) Name Relation.....

Place:.....

Date:.....

Adjt

Application in respect of habitual offenders is not to be recommended (Please refer habitual offenders policy issued by Air HQ)

REC / NOT REC

Unit Seal
 Date:

AOC / Stn Cdr / CO

Note: Application is to be signed by the AOC/Stn Cdr/CO of parent unit of the individual

AIR FORCE GROUP INSURANCE SOCIETY
CONTINGENT BILL – PCL

Note 1. Applicant is to fill the service particulars..

Note 2. State the applicant’s name in which cheque is to be made. No request for change will be entertained later.

Note 3 One cancelled cheque to be attached with the application.

Expenditure on account of Personal Computer Loan

Service No.

Check Suffix

Rank.....Name.....

Branch/ Trade.....Unit.....Accounting Unit.....

Cheque is to drawn in favour of (write in capital letters) alongwith

Bank Name.....

Bank A/C No.....

Bank Address.....

.....

IFSC Code.....

MICR No.....

Details of PCL

* Note : Applicant is not to fill the amount.

Total Sanctioned Amount -

Pre-receipted



Date:

.....
Signature of Applicant

FOR USE AT AFGIS

Prepared By

Checked By

Sign of i/c,AFGIS

DECLARATION

1. I solemnly declare that the details/information furnished by me and averments/certifications made herein are true to the best of my knowledge and belief and have not willfully suppressed any material information.
2. I have read the rules and regulations governing the grant of PCL from AFGIS and agree to abide by them. I authorise AFCAO New Delhi to recover the instalments of refund of computer loan through my IRLA.
3. If I proceed on deputation to other department I undertake to remit the EMI by the 7th day of every month directly to AFGIS by means of demand draft.
4. I state to certify that :-
 - (a) I am not re-employed.
 - (b) Outstanding amount of loan along with interest can be recovered from my DCRG, encashment of leave, DSOPF/AFPPF and disability/Survival benefit and remitted to GIS.
 - (c) No recovery of outstanding computer loan drawn from Govt is being made from my pay.
 - (d) I have/have not drawn House Building Loan / Motor Conveyance Loan/ Personal Computer Loan either from AFGIS or from Govt against which DCRG is attached/not attached.
 - (e) I shall not sell or dispose of the computer and peripherals acquired out of this loan till the full loan is liquidated.
 - (f) I will furnish a stamped cash receipt and photocopy of bill duly attested within 30 days from the date of cheque issued by AFGIS to me.
 - (g) I shall refund the loan in one lumpsum together with interest if i fail to produce the relevant documents within the stipulated time; failing which i authorise AFCAO & AFGIS to effect recovery of the entire loan outstanding with interest through my IRLA.
 - (h) I am not under medical review which may lead to invalidment from service.
5. In the event of my becoming non-effective before liquidation of loan with interest, I hereby authorise AFCAO to recover outstanding advance with interest from my DSOPF/AFPP fund and remit the same to AFGIS.
6. In case of default in repayment of this loan, I authorise AFGIS to deduct any sum outstanding against me from my Survival Benefit of AFGIS.
7. I will ensure that my IRLA does not run into debit.
8. If my IRLA runs into debit due to any reason at any time I authorise AFCAO to reduce my contribution to DSOPF/AFPPF to the mandatory minimum percentage immediately.
9. It is certified that if debit balance still exists in my IRLA even after reduction in provident Fund, it will be made good by me immediately.

Place:
Date:

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Signature of applicant

CERTIFICATE

1. I hereby certify that I have applied the following advance(s)/loan(s) from source(s) indicated against each during the preceding three months for which recovery/recoveries has/have not yet commenced through my monthly pay slip:-

Sl no.	Source	Purpose of advance/loan	Amount of advance/loan	Re-payment per month

2. I further certify that I have applied the following **private loans/advances** from source(s) indicated against each for which re-payment is being made by me regularly from my pay as indicated :-

Sl no.	Source	Purpose of advance/loan	Amount & Term of advance/loan	Re-payment per month

3. I undertake that recoveries against loans/advances availed by me from all sources, including the application under process presently, do not exceed 80% of my monthly emoluments as on date of applying for the present advance/loan.

4. I understand that providing false information/suppression of any information on the aforesaid subject would make me liable for disciplinary action under the relevant Act/Rules in vogue for the time being.

(Signature of the individual)

COUNTERSIGNED

Sec Cdr / Sqn Cdr / Flt Cdr