

Ref No.: PGCIL/R/E/22/00172

Date: 02.06.2022

To,  
**Shri Sudhir Kumar**  
POWERGRID Gorakhpur Colony  
Flat No. B3/06, Sector-23  
GIDA, Sahjanwa, Gorakhpur-273209  
Mob: 7017 583 682

**Subject: Regarding information sought vide online communication dated 04.05.2022 under RTI Act, 2005.**

Sir,

This has reference to your online RTI application dated 04.05.2022. In this regard, information sought by you is as under:

Information Sought	Information Provided
<p>By taking HBA loan first installment of Rs.23,12,200 from POWERGRID at my door, Mathura Vrindavan Development Authority bought a plot to build a house in approved colony for housing, which I got registered in my name. After that I was asked by POWERGRID NR-3 HR to submit the documents by mail, copy of the mail is attached. In the above mail, I have also been asked to submit the mutation certificate of the plot in my name, but when I talked to the lawyer and the patwari of the registry office, they told me that the MUTATION CERTIFICATE of 143 registered plots or approved colony plots (in your name). Side) is not possible. Please clarify to me whether MUTATION CERTIFICATE (in favor of my name) is required or not, If required so please tell me how to make it (Because the lawyer and the patwari of the registry office told me that it is not possible to make mutation certificate of 143 registered or approved colony plots in favor of my name).</p>	<p>Information sought by you is interrogative in nature, which does not come under the ambit of information under the RTI Act, 2005.</p> <p>However, copy of CC HR Circular No 431/2019 dated 29.01.2019, is attached for reference, please.</p>

**Address of First Appellate Authority:**

Shri R. Nagpal  
Executive Director, Northern Region – III  
Power Grid Corporation of India Limited  
12, Rana Pratap Marg, Lucknow – 226 001 (U.P.)  
Tel: 0522 – 2205100  
Thanking you,

Yours Sincerely,

  
(Rana Pratap)

Sr. GM (PESM) & Designated CPIO, NR-III  
POWERGRID, Lucknow

POWER GRID CORPORATION OF INDIA LIMITED  
CORPORATE HR DEPARTMENT

Ref. : CC/HR/Policy/6.2/2019

Date: 29th January, 2019

**CORPORATE HR CIRCULAR NO: 431/2019**

**Sub POWERGRID HBA-Application form & Annexures.**

Revised POWERGRID HBA Rules for executives was issued vide Corporate HR Circular No. 430/2019 dated 22.01.2019. The new HBA application form alongwith list of Annexures applicable in case of different HBA purposes are enclosed herewith at Annexure-I.

This issues with approval of the Competent Authority.

  
29/1/2019

(S.J. Lakra)

General Manager (HR)

**Distribution:**

**Region:**

All Heads of Regions/ Projects.

All Heads of HR/ Finance of the Regions/ Projects.

**Corporate Centre:**

All Heads of Department at CC.

Company Secretary.

ES/ PS - CMD/ Director (Personnel/ Finance/ Operations/ Projects)/ CVO.

Notice Board/ HR-Website.

## Annexure-I

## Purpose- Documents –Procedure (SOP)

S.NO:	Purpose	Documents Required	SOP
1.	Purchase of Land (Freehold or lease hold) and construction of house thereon.	<p>a) Original sale Agreement executed between seller and proposed purchaser stating therein details of Land, its cost and terms of sale.</p> <p>b) Registered Title/ Sale/ Lease/ Gift deed/ any other valid document of title duly executed in favour of Seller (photocopy) showing clear and marketable title of the seller.</p> <p>c) Mortgage permission from the Lesser in case of lease hold land.</p> <p>d) To complete the chain of title of seller, antecedent title deed, if any, in favour of previous owner of the land. (photocopy).</p> <p>e) Certified copy of Khasra and Khatauni (Revenue records) for the current year recording therein the name of the seller ( photocopy) wherever applicable.</p> <p>f) Non-encumbrance certificate (NEC) for the last 12 years ( original) issued by an Advocate/ Sub-registrar concerned. In case of search certificate issued by an Advocate, receipt showing deposit of fee should be enclosed.</p> <p>g) A certificate to the effect that the land proposed to be purchased does not fall within ceiling area under Urban Land ( ceiling and regulation) Act, 1976. If the plot of land falls within the ceiling area, then in that case, NO OBJECTION Certificate from the Competent Authority under the above Act ( original).</p> <p>h) Approved map/ permission of Construction, issued by the Competent Authority.</p>	<p>1. Application of HBA with requisite documents submitted by the employee to HR department. (Annexure-A)</p> <p>2. Application to be scrutinized for eligibility of advance by the employee and documents to be vetted by Legal cell.</p> <p>3. If found OK, approval of Competent Authority to be obtained for sanction of HBA.</p> <p>4. Agreement (Annexure-C) and Surety Bond (Annexure-E) submitted by the employee.</p> <p>5. First installment (50% of loan sanctioned or Actual cost of land, whichever is Less) to be released for purchase of land.</p> <p>6. After purchase of land equitable mortgage formalities (Annexure- D, or D-I or D-II or D-III) to be completed by depositing title deed, Revenue records, Non-Encumbrance certificate, Mutation etc other documents and executing Power of Attorney (Annexure D-VI) &amp; Affidavit in favour of POWERGRID along with letter evidencing deposit of sale deed. (Annexure- D-IV) and a Personal Bond (Annexure-G).</p>

S.NO:	Purpose	Documents Required	SOP
		<p>i) Affidavit from Notary Public from the seller indicating his intention and undertaking for the transfer of said land in favour of purchaser with cost and other relevant details of land i.e area and location of land with boundaries etc. The land proposed to be purchased should be clearly demarcated.</p> <p>j) Site plan.</p> <p>k) Mutation certificate in favour of employee( After purchase of Land.)</p> <p>l) Approved building plan ( After purchase of land.)</p> <p>m) Transfer permission as applicable.</p>	<p>7. Approved building plan and Cost estimate (Annexure A-I &amp; A-II) to be submitted by the employee.</p> <p>8. Civil vetting by Civil department.</p> <p>9. If found OK, second installment released as per Annexure -B.</p> <p>10. Third installment released as per Annexure-B.</p> <p>11. Inspection to be carried out to verify whether the construction is in line with building plan.</p> <p>12. If inspection report OK, final installment to be released.</p>
2.	Construction of house on land already owned/ purchased/ acquired by the employee in his own name or held jointly with the spouse.	<p>a) Registered Title/ Sale/ Lease/ Gift deed/ any other valid document of title duly executed in favour of the applicant showing clear and marketable title of the applicant.</p> <p>b) Mortgage permission from the Lesser in case of lease hold land.</p> <p>c) Chain of title in favour of applicant (a) above.</p> <p>d) Permission for construction and / or building plan duly approved by the Competent Authority of the concerned place.</p> <p>e) Cost ( Abstract/ detailed) estimate (Annexure-A-I and A-II) prepared by a Registered Architect/ Chartered Engineer with seal, registration / License No. etc.</p> <p>f) Certified copy of Khasra and Khatauni (Revenue records) for the current year recording therein the</p>	<p>1. Application (Annexure-A) of HBA with requisite documents submitted by the employee to HR department.</p> <p>2. Application to be scrutinized for eligibility of advance by the employee and documents to be vetted by Legal cell.</p> <p>3. Civil vetting by Engg-civil department.</p> <p>4. If found OK, approval of Competent Authority to be obtained for sanction of HBA.</p> <p>5. Agreement (Annexure-C), Surety Bond (Annexure-E), Personal Bond (Annexure-G) submitted by the employee.</p>