

## PERSONAL LOAN SCHEME

### 1. Introduction

Personal Loan Scheme has been formulated in the form of pre- approved loan, to the employees of leading PSUs and Government organisations. At present the scheme is open to the employees of Government, Semi-Government, Central PSUs, Profit Making State PSUs, Educational Institutions of National repute.

### 2. Purpose

Loans under the scheme are sanctioned for any legitimate personal purpose (e.g., expenses for domestic or foreign travel, medical treatment of self or a family member, meeting any financial liability such as marriage of son/daughter, defraying educational expenses of wards, meeting margins for purchase of assets etc.).

### 3. Eligibility Criteria

#### (a) EMPLOYERS

- oCentral and state Government
- oQuasi- Government
- oCentral PSUs
- roPfitmaking State PSUs
- oEducational Institutions of National Repute

#### (b) EMPLOYEES

- oPermanent employees with a minimum of 3 (Three) year's length of confirmed service
- ouShld comply with Bank's KYC norms

#### (c) Minimum Net Monthly Income

The minimum Net Monthly Income (NMI) of the employee should be Rs.10000/-

**The Branch will ensure to obtain an Undertaking from the borrower that there is no other deduction from his/her salary which is not reflected in the salary slip.**

**[As per Annexure: XP-5]**

### 4. Other Terms and Conditions

#### (a) Margin: NIL

#### (b) Security: NIL.

#### (c) Third Party Guarantee: NIL

#### (d) Type of Loan

Term Loan

#### (e) Loan Amount

Term Loan :

Minimum: Rs.50,000/-

Maximum: 24 times NMI subject to maximum of Rs 5.00 lacs.

#### (f) Repayment Period

Maximum 48 months or residual service period whichever is less Subject to EMI/NMI = 50%.

#### (g) Review/Renewal

Review of loan will be done half yearly. Revival letter for documents to be obtained after 2 years and before completion of 3<sup>rd</sup> year from the date of disbursement.

#### (h) Prepayment Charges NIL



## 5. Penal Interest

Penal interest would be charged @2% p.a. (over and above the applicable interest rate) **on the overdue amount** for the period of default.

## 6. Mode Of Repayment

- (i) The employer pays the borrower's salary into his/her Savings/Current Account with our Bank.
- (ii) Post dated cheques for all EMIs to be obtained by crossed cheques in favour of The Samastipur District Central Cooperative Bank Ltd., branch .....
- (iii) ECS Mandate in favour of The Samastipur District Central Cooperative Bank

## 7. Rate Of Interest : 12% (It may be revised from time to time.)

## 8. Sanctioning Structure :

**Upto 50,000 by the Branch Manager**

**50,001 – Upto 5 Lakh Dy. Gen. Manager (Non-Farm Sector at Head Office)**

## 9. Risk Mitigation Measures: Sanction of Personal Loan, as mentioned above, shall be subject to the following process:

- oAppraising/ assessment of Personal Loan shall be done by officials at Branch level.  
Recommendation from the Branch about the credit- worthiness and eligible amount.
- oProcessing of Personal Loan proposals under Term Loan facility should be done only after complying with PAN Verification, CIBIL Defaulters Check.
- oSanctioning authority to ensure compliance with the check- list (Annexure: XP-6) while sanctioning Personal Loan

## 10. Pre-Sanction Process

### (a) The following documents will be obtained before sanction:-

Application cum appraisal Form. With the photograph of the borrower duly attested by the authorised official of bank

- oVerification of the borrower's residential address as given in the loan application by actually visiting the residence of the borrower.
- oVerification of the borrower's office address as given in the loan application by actually visiting the office of the borrower.
- oVerification of the borrower's residence telephone number as given in the loan application by actually calling the residence telephone number of the borrower.
- oVerification of the borrower's office telephone number as given in the loan application by actually calling the office telephone number of the borrower.
- oVerification of the IT Return of the Borrower with IT Department through a person approved by the Head Office, where feasible. Where IT Return cannot be verified by the Bank, statement of account of the borrower may be scrutinised to verify income flows.

**Branch staff must do all the verifications and the report should be added with the loan documents.**

### (b) Compliance with KYC

The Branch will satisfy itself about the customer regarding compliance with KYC norms by calling for the following documents, a Xerox copy of which will be retained by the branch duly attested by the Appraising Officer.

#### (i) Proof of identity (any one)

- oVoter's card
- oEmployer issued Photo Identity card



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oPassport which is unexpired (copy of page with photograph and address is sufficient)

oValidDriving license

oPANcard

oAadhar Card

**(ii) Proof of Residence (any one)**

oTelephone Bill/Electricity Bill not more than 3 months old, or any utility bill such as gas connection bill/Internet connection bill or lease deed. If the name on the bill is different from the name of the borrower the details of the person in whose name the telephone line is maintained - own/parent's/spouse's/sibling's; and his relationship with the customer should be recorded.

oPassport which is not expired (copy of page with photograph and address is sufficient for retention)

oValidVoter's ID card

oPhotoidentity Card issued by the Employer.

**(iii) Proof of Income**

Latest 6 months' salary slips showing all deductions or Latest Form 16 (in the case of income tax payers)

**11. Post Sanction Process**

**(i) The following documents will be executed post sanction: -**

a) **Loan Application** – Annexure XP - 1

b) **Arrangement Letter** – Annexure XP -2

c) **Loan Agreement:** Annexure XP - 3

d) **Obtention of NOC** – XP-4

e) **Undertaking from Borrower regarding other deductions** –XP- 5

f) **Post dated cheques for EMI in favour of bank- Minimum for 24 Months**

g) **Check List for Personal Loan** - XP-6

h) **Letter to DDO for information** - XP-7

i) **Mandate for ECS in favour of SDCCB – XP-8**

**(ii) Disbursement**

Disbursement should never be done in cash. It will only be credited to the borrower's account with our Bank and the same to be advised to the respective DDO with the full details of the loan sanctioned to the respective employee within a week of sanction of such loans. The format of the letter to be sent to the respective DDO by the Branch Head is enclosed as Annexure: XP-5. No acknowledgement/ reply will be required as this will be only a tool to alert the DDOs i.e., copy of Annexure XP-5 bearing the date of dispatch will be kept with the loan document as the same will be verified by the Controller/ Inspecting Officials during the course of Branch visit/ Inspection.



**PERSONAL LOAN APPLICATION FORM**

**THE SAMASTIPUR DISTRICT CENTRAL CO-OPERATIVE BANK Ltd.**

\_\_\_\_\_ **BRANCH**

PHOTOGRAPH

**(I) PERSONAL INFORMATION**

1. **Name :** \_\_\_\_\_  
First Name Middle Name Surname/Last Name

Father's/Spouse **Name:** \_\_\_\_\_  
First Name Middle Name Surname/Last Name

2. (i) **Residential Address :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City Pin Code Telephone No.

(ii) **Permanent Address :** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City Pin Code Telephone No.

Self

3. **Date of Birth :** \_\_\_\_\_ **Age :** \_\_\_\_\_ Years  
Day Month Year

4. **Sex :** Male/Female \_\_\_\_\_



5. No. of dependents : \_\_\_\_\_

Children Others

Spouse\*

6. Education : \_\_\_\_\_

(Under Graduate / Graduate / Post-Graduate)

7. Occupational Details : Employees of : \_\_\_\_\_

Govt./Public Sector Undertaking / Public Ltd. Co. / Multi National Company / Reputed Institution

8. Name and Address of Employer/Establishment \_\_\_\_\_

9. Designation : \_\_\_\_\_

10. Length of Service : \_\_\_\_\_ Years \_\_\_\_\_ Months

11. Monthly /Annual Income : Self

Gross Rs. : \_\_\_\_\_

Net Rs. : \_\_\_\_\_

Other Regular Monthly

Income Rs. : \_\_\_\_\_

Please specify Source : \_\_\_\_\_

(Supported by Form 16 (TDS) & I. T. return)

12. Do you own a House : YES/NO \_\_\_\_\_ :

If Yes, Is the house mortgaged : YES / NO \_\_\_\_\_ :

Value of House ( At Cost) : Rs. \_\_\_\_\_ :

13. Vehicle : Type of Vehicle : \_\_\_\_\_ :

Two Wheeler : \_\_\_\_\_ :

Four Wheeler : \_\_\_\_\_ :

Make \_\_\_\_\_ Age \_\_\_\_\_ : Make \_\_\_\_\_ Age \_\_\_\_\_

Owned / Company Provided / Hypothecated : \_\_\_\_\_

14. Present Liability : Rs. \_\_\_\_\_ :

15. Other Assets owned by : Self

Property (other than House) : Rs. \_\_\_\_\_

Bank/Post Office Deposits, NSC's, Rs. \_\_\_\_\_

LIC Policy, Gold, Shares, Debentures,

Units of UTI /Mutual Funds.

Others : Rs. \_\_\_\_\_

Total : Rs. \_\_\_\_\_

16. Other Liabilities in Brief :

Friends and Relatives : Rs. \_\_\_\_\_

Employers : Rs. \_\_\_\_\_

Banks/F.I.s : Rs. \_\_\_\_\_

Others : Rs. \_\_\_\_\_

Total : Rs. \_\_\_\_\_



**17. Purpose of Loan :** \_\_\_\_\_

**18. Loan Amount :** Rs. \_\_\_\_\_

Proposed Repayment Period : \_\_\_\_\_ Months / Years

Proposed Monthly Repayment : Rs. \_\_\_\_\_

**(II) Details of Bank Account : Self**

**19. Name of the Branch** \_\_\_\_\_

Telephone No. : \_\_\_\_\_

**Type of Account:** \_\_\_\_\_

Account Number : \_\_\_\_\_

Year of Opening : \_\_\_\_\_

**(III) Two Personal Reference : (From the Office)**

**1) Name:** \_\_\_\_\_ **2) Name :** \_\_\_\_\_

**Address :** \_\_\_\_\_ **Address :** \_\_\_\_\_

Tel. No. \_\_\_\_\_ Tel. No. \_\_\_\_\_

**(IV) Declaration :**

I/We declare that all the particulars and information given in the application form are true, correct and complete and that they shall form the basis of any loan, The Samastipur District Central Co-operative Bank Ltd., may decide to grant me/us.

I/ We also understand that the bank is at the liberty to get confirmed any details furnished by me/ us and also to intimate to my/our DDO/ Department Head/ CEO, the details of any of the loans sanctioned/ disbursed to me/ us and I/we accordingly convey my/ our consent for such disclosure. I/We undertake to inform The Samastipur District Central Co-operative Bank Ltd., regarding change in my/our occupation/employment/residential address and to provide any further information that the bank may require.

I/We confirm that I/we do not have any other credit facilities with any bank other than that mentioned above. I/We confirm that if I/we avail of any credit facilities with any other bank in future, I/ we will furnish the details to The Samastipur District Central Co-operative Bank Ltd., immediately. I/We further authorise the bank to credit all sums received by the bank or standing to the credit in my/our name jointly or severally to the loan account, if necessary. I/We confirm that the funds will be used for stated purpose and will not be used for speculative purpose. I/We confirm that we are resident Indians.

I also understand that the sanction of the loan is subject to the execution of documents as per the Bank's requirements. I agree that the Bank has a right to make such enquiries about me as it/they think(s) fit.

**Place :** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

**Date :** \_\_\_\_\_



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(V) **Documentation:** Please submit the following documents along with your application. - Latest monthly salary slip showing deductions - of Self .

- Latest Form 16 (TDS certificate) from employer (for employees). - of Self
- Copy of Passport or Voters ID Card or Driving Licence for proof of Identity
- Copy of ration card/Telephone Bill/Passport/Voters I -Card for proof of residence. # (not required from existing customers)
- Latest Passport size Photograph - of Self
- Last six months Bank Statement of the account where salary is credited - of Self
- Proof of Professional Qualification: Copy of highest professional degree held.

**Place:** \_\_\_\_\_

**Signature of Applicant**

**Date :** \_\_\_\_\_

FOR BANK'S USE

Appraisal / Recommended by : \_\_\_\_\_

Date : \_\_\_\_\_

I have verified all the details, ensured the submission of all the relevant information, followed the defined protocol and gone through all the documents needed and submitted.

I recommend the proposal for the sanction of the loan to Mr/Mrs.....  
..... for Rs..... under the scheme of the  
personal loan of the bank.

Sanctioned by : \_\_\_\_\_

Branch Manager

Branch :

Date : \_\_\_\_\_

Date :



## Arrangement Letter

THE SAMASTIPUR DISTRICT CENTRAL CO-OPERATIVE BANK Ltd.

.....BRANCH

.....

To,

Shri/Smt./Kum.

.....

.....

Date :

Dear Sir,

Personal Loan scheme

Term Loan of Rs.....

With reference to your application dated ....., we hereby sanction you a Term Loan of

Rs..... (Rupees.....

.....only) on the following terms and conditions:

### 1. Purpose

The loan is sanctioned to you as per your application dated.....

### 2. Rate of Interest: Fixed

#### Rate of Interest \*:

Interest on the loan will be charged at .....% p.a. on highest monthly reducing balance, at quarterly/monthly rests. In the event of a default in payment or any irregularity in account, the Bank reserves the right to levy a higher rate of interest, as it deems fit.

\* Delete whichever is not applicable.

### 3. Repayment:

The loan is to be repaid in \_\_\_\_\_Equated Monthly Instalment of Rs\_\_\_\_\_. The number of equated monthly instalments may increase/vary if the entire loan with interest, cost, charges and expenses is not repaid by/with the stipulated number of equated monthly instalments by reason of increase in the rate of interest or otherwise. The equated monthly instalments will have to be paid till the entire loan with interest is fully repaid. The first instalment commences from the month following the month of disbursement of loan.

4. In the event of my/we failing to repay any two or more instalment(s) at any point of time, the Bank may send written reminders or make tele call/ SMS or depute an official to meet me/ us personally, all the incidental charges appurtenant thereto such as postage, telephone/ SMS charges, transportation charges, on actual would be recovered from me/ us.

5. Notwithstanding anything contained herein above, I/We confirm having agreed that the Bank reserves the absolute right to cancel the limits (either fully or partially)unconditionally without prior notice (a) in case the limits/ part of the limits are not utilized by me/ us, and/or (b) in case of deterioration in the loan accounts in any manner whatsoever, and/ or (c) in case of non - compliance of terms and conditions of sanction.





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#### 6. Processing Charges

Processing charges of Rs..... (Rs.....only) are payable immediately.

Please call on us on any working day to execute the documents. The loan is also subject to other terms and conditions as mentioned in the document(s) executed / to be executed in connection with the loan and as may be prescribed by the Bank from time to time. The duplicate copy of this arrangement letter may please be returned to us duly signed by you and the guarantor(s) in token of acceptance of the terms and conditions detailed herein.

The terms and conditions specified in this letter hold good for a period of 45 days from the date of this letter.

Yours faithfully,

Branch Manager

Received the original. Terms and conditions accepted

Date : Borrower(s)



## PERSONAL LOAN AGREEMENT

(TO BE STAMPED AS AN AGREEMENT IN ACCORDANCE WITH THE STAMP ACT  
IN FORCE IN THE STATE IN WHICH THE DOCUMENT IS EXECUTED)

This agreement made at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ two thousand \_\_\_\_\_  
between Shri/ Smt/ Kum/ \_\_\_\_\_ son/ daughter/ wife of  
Shri/Smt/Kum/ \_\_\_\_\_ aged \_\_\_\_\_  
years and residing at \_\_\_\_\_

(hereinafter called 'the Borrower' which expression shall include his/ her representative, heirs, executors, administrators and assignees) of the one part and THE SAMASTIPUR DISTRICT CENTRAL CO-OPERATIVE BANK LTD. a corporation constituted under the SDCCB Act, 1912, and having one of its Head Office at ..... and amongst other places a branch office at .....hereinafter referred to as 'the bank' of the other part.

Whereas the bank at the request of the borrower agreed to grant to the borrower a personal loan of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ only) as set forth in the borrower's application dated \_\_\_\_\_ a copy of which is annexed and forms part of this agreement.

### It is hereby agreed as follows:

1. The request for grant of the loan by the borrower shall be deemed to constitute the basis of this agreement and the loan advanced/ to be advanced by the bank to the borrower.
2. The borrower hereby agrees that the loan shall inter alia be governed by the terms hereof.
3. The borrower expressly agrees and undertakes to notify the bank in writing of any circumstances affecting the correctness of any of the particulars set forth in his/ her application immediately after the occurrence thereof.
4. Amount of loan may be directly paid to the borrower in the manner decided by the bank upon request of the borrower.
- 4A. Simultaneously with the execution of this agreement, the borrower, shall pay one time processing fee to the bank as applicable, immediately on sanction of the loan.
5. The borrower shall repay to the bank, the amount of the loan together with interest, as per arrangement/ sanction letter which forms part of this agreement in \_\_\_\_\_ equated monthly instalments (EMI) of Rs. \_\_\_\_\_ each, which number is, however, subject to change depending upon changes in rate of interest (in floating rate loans) and any other debits raised in the account like insurance charges, fees etc. The first equated monthly instalment shall be payable on or after \_\_\_\_\_ and the subsequent instalments on or before the same date of each succeeding month thereafter, till the entire loan is fully repaid with interest and other unpaid penalty, costs, charges and expenses.

The bank shall be entitled to increase or decrease the amount as well as the number of EMI which comprises of principal and interest at its sole discretion either on account of change in interest rate or otherwise and the borrower undertakes to pay EMI as determined by the bank till the time the entire loan together with interest and other unpaid penalty, costs, charges and expenses is repaid



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(To be deleted where floating rate of interest is applicable)

Interest on the amount of the loan will be applied at the rate of \_\_\_\_\_ percent per annum with monthly rests, calculated on the highest monthly balance.

**Without prejudice to the bank's rights and remedies, the bank shall be entitled to charge at its own discretion, enhanced rates of interest/ penal interest on the outstanding in the loan account (s) or a portion thereof or for any default or irregularity on the borrower's part which in opinion of the bank warrants charging of such enhanced rates of interest for such period as the bank may deem fit and the borrower undertakes to pay such interest.**

**Such interest will start accruing from the date of disbursement of the loan or the date of disbursement of the first instalment of the loan where such loan is paid in instalments. Without prejudice to the other rights of the Bank, if the borrower defaults in making any payment to the bank, the borrower shall pay to the bank additional interest at the penal rate of (or at such higher rate as the bank may specify from time to time) on the amount of such default from the date of default till the date of payment and the borrower shall be liable to pay interest on the defaulted amount of interest and penal interest at rate applicable to the loan amount with quarterly rest.**

6. On demand the borrower agrees to deliver to the bank postdated cheques for the monthly instalments and the borrower warrants that the cheques will be honoured on first presentation. Any non-presentation of a cheque due to any reason will not affect the liability of the borrower to pay the monthly instalments or any other sum. The borrower agrees to forthwith replace the cheques/ issue fresh cheques if required by the bank.
7. **The borrower agrees that if any instalment due hereunder is not paid on due date in the manner set out in clause 5 here in above the agreement of the bank to accept repayment of the said loan by instalments or otherwise, shall at the option of bank forthwith determine and the whole balance of the said loan unpaid at the date of such default shall immediately thereupon become payable to the bank.**

**8. If:**

- (i) the borrower fails to pay any amount under this agreement on or before the due date or commits breach of any of the terms, covenants, or conditions contained in this agreement; or
- (ii) it is found that the borrower has made any misrepresentation to the bank; or
- (iii) there exists any circumstances which in the opinion of the bank prejudicially affects or may affect the bank's interest or the borrower's ability to repay the loan; or
- (iv) the borrower commits any default under any other agreement with the bank; , then without prejudice to the bank's other rights, the bank shall be entitled at its option to demand immediate repayment of the outstanding amount of the loan, interest, additional interest, fees, costs, charges, expenses, stamp duty and all other sums whatsoever payable by the borrower to the bank under this agreement and/ or in connection with the loan (hereinafter collectively referred to as 'the borrower's outstandings') and the borrower shall pay the same to the bank forthwith.



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9. Notwithstanding anything stated elsewhere in this agreement, the continuation of the loan shall be at the sole and absolute discretion of the bank and the borrower's outstandings shall be payable by the borrower to the bank on demand. The bank may at any time in its sole discretion and without assigning any reason call upon the borrower to pay the borrower's outstandings and thereupon the borrower shall pay the whole of the borrower's outstandings to the bank without any delay or demur.
10. The borrower(s) hereby further agree that as precondition of the loan advances given to him by the bank, that in case of default in repayment of the loan/ advances or in the repayment of the interest thereon or any of the agreed instalment of the loan on due date/s or in maintaining the outstanding amount within the drawing power at any point of time, the bank and/ or the Reserve Bank of India will have an unqualified right to disclose or publish his/her name(s) as defaulter in such manner and through such medium as the bank or Reserve Bank of India their absolute discretion may think fit and the borrower will not claim any right of secrecy to his/her account.
11. The borrower hereby confirms, declares and agrees that:
- (i) that the monthly instalments shall automatically stand increased by any rates, taxes, charges, imposts, levies and monies whatsoever that are or may be levied on these or the transaction hereunder or which are or may become payable by the bank, by virtue of entering into this agreement.
  - (ii) To bear and pay all taxes, rates, duties, charges and other imposts and obligations, existing as well as future, in respect of the transaction hereunder.
  - (iii) That the bank shall have a paramount right of set off and in exercise of the bank's general lien under law, the bank shall also have a paramount right of lien on all monies, accounts, securities, deposits, goods and other assets and properties belonging to the borrower or standing to the borrower's credit (whether singly or jointly with any other person/s) which are or may at any time be with or in possession or control of any branch of the bank for any reason or purpose whatsoever.
  - (iv) That any statement of account furnished by the bank shall be accepted by and be binding on the borrower and shall be conclusive proof of the correctness of the amounts mentioned therein.
  - (v) That the borrower shall not be entitled to call upon the bank to refrain from presenting any cheque for payment and if the borrower does so, the bank shall nevertheless be entitled to present the cheque for payment and in the event of dishonour the provisions under Chapter XVII of the Negotiable Instruments Act, 1881, shall apply.
  - (vi) That each borrower is a major and is competent in law to execute this agreement.
12. Any delay in exercising or omission to exercise any right, power, or remedy accruing to the Bank under this agreement or any other agreement or document shall not impair any such right, power, or remedy and shall not be construed to be waiver thereof or any acquiescence in any default, nor shall the action or inaction of the bank in respect of any default or any acquiescence by it in any default affect or impair any right, power, or remedy of the bank in respect of any other default.



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13. This agreement shall operate as a continuing security for all monies, indebtedness and liabilities aforesaid due by the borrower to the bank.
  14. That the borrower agrees that the bank shall be entitled to transfer the loan account to any of the branches of the bank after giving due notice.
  15. Nothing herein contained shall prejudice any rights or remedies of the bank in respect of any other present or future security guarantee obligation or decree for any indebtedness or liability of the borrower to the bank.

In witness hereof the parties have signed and delivered the agreement at the date and place above mentioned.

Signed and delivered by

Shri/ Smt/ Kum. \_\_\_\_\_

Signature  
(Borrower)

Signed and delivered for and on

Behalf of The Samastipur District Central Co-operative Bank Ltd., by

Shri. \_\_\_\_\_

Branch Manager, ..... Branch,  
an authorized officer of

The Samastipur District Central Co-operative Bank Ltd.,



From:

.....  
.....  
.....  
.....  
.....

(Address of the Disbursing Authority)

To,

**The Branch Manager,**

**The Samastipur District Central Co-operative Bank Ltd.,**

.....

Dear Sir,

**OBTENTION OF N O C**

In connection with the loan application of Shri .....  
S/o ..... Under Bank's Personal Loan scheme, besides  
providing check off facility on Annexure- Personal Loan II / Personal Loan III, we undertake to  
obtain an NOC from your branch before settling the dues of the borrower on transfer, resignation,  
retirement etc. A suitable noting in this regard has been made in the service record of the  
concerned employee.

Date:

Signature of the officer

(Authorised to disburse salary and allowances)



The Branch Manager,  
The Samastipur District Central Co-operative Bank Ltd.,

.....

Dear Sir,

**PERSONAL LOAN**  
**SALARY SLIP**  
**OTHER DEDUCTIONS**

In respect of my application for sanction of loan under your Personal Loan Scheme, to which I have enclosed my Salary slip for the month of .....,20 . In this connection, I confirm that there are no other deductions other than what is shown in the salary slip towards any loan to any Institutions/ Banks etc. My total liability towards repayment of loan is restricted to what is mentioned in the salary slip issued by my office/organization.

Yours faithfully,

(Signature of the applicant)

Date:

Name:

Address: -----

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**CHECK LIST FOR PERSONAL LOAN**

Sl. No.	Parameters	Remarks *
1	Salary account of the borrower is with the Bank	YES/ NO
2	KYC Formalities completed	YES/ NO
3	6 months' salary slips/ income tax returns of 2 years obtained	YES/ NO
4	Salary is regularly credited in the salary account and tallied with the amount in salary slip of 6 months	YES/ NO
5	Processing of Term loan has been mandatorily done to comply with the following checks	
	(b) CIBIL Check done and applicant is not a defaulter	YES/ NO
	(c) PAN verification done and found in order	YES/ NO
6	Where Undertaking from the employer is not taken, the postdated Cheques in favour of SDCCB ..... (Branch) of the full tenure have been obtained.	YES/ NO
7	Physical verification of Borrower's residential and office address along with telephone number has been done	YES/ NO
8	SI for the entire EMIs has been obtained and set up in system	YES/ NO
9	Loan to be sanctioned to school teacher is within his/her entitlement	YES/ NO
10	The existing Personal Loan loans to the employees of organisation/institution/entity to which the applicant belongs has no high level of delinquencies	YES/ NO

\* Strike out whichever is not applicable





To:

.....  
.....  
.....  
.....

(Address of the Salary Drawing  
Disbursing Officer)

Dear Sir / Madam,

From,

The Branch Manager,

The Samastipur District Central Co-operative Bank Ltd.,

.....

### SANCTION OF PERSONAL LOAN

**SHRI /SMT**.....

**UNDER** ..... **LOAN SCHEME**

Shri / Smt.....S/o /W /o.....

Designation.....Employee No.....of your Department /Institution /Corporate  
has been sanctioned and disbursed a loan of Rs.....under the Bank's  
.....(name of the scheme) on .....(date) as per the terms and  
conditions agreed to vide the loan application dated ..... signed by the borrower.

2. Please do not hesitate to bring to our notice any issue which would help us to improve/  
strengthen the good business relationship of our Bank with your esteemed Department/Institution  
/Corporate.

Date:

Signature of the loan sanctioning authority



**MODEL MANDATE FORM**  
**ELECTRONIC CLEARING SERVICE (DEBIT CLEARING)**

The Manager  
(Bank Name).....  
(Branch Name).....  
  
(Address).....  
  
Telephone No.....

I hereby authorize you to debit my account for  
making payment to .....(User Co.  
  
Name) through ECS(Debit) clearing as per the details  
  
given as under.

<u>Copy to the User</u> <u>Company</u>  Name.....  .....  Address..... ..... .....  Telephone  No.....
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A.9-DIGIT CODE NUMBER OF THE BANK &

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BRANCH :  
(Appearing on the MICR Cheque issued by the bank)

B.ACCOUNT TYPE  
(S.B.Account/ Currrent Account or Cash Credit)

C. ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



Name of the Scheme	Date of effect	Periodicity  M/BiM/Qly/etc.)	Amount of installment  /Amt of bill with upper limit	Number of installments/  Valid up to (in case of utility bills)

**D. DATE OF EFFECT:**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

(.....)

Date Signature of the Customer.

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

.....

Date Signature of the Authorized official from the Bank

(Note:- Mandate to be obtained in 3 copies, Original for Bank, One for User Co and other for customer)



**Annexure / HL. -- AO**

Int Rate	EMI Chart per Rs.1 Lac (EMI in Rs.)													
	Number of Months --- -->													
	12	24	36	48	60	72	84	96	108	120	180	240	300	360
4.00	8515	4342	2952	2258	1842	1565	1367	1219	1104	1012	740	606	528	477
4.25	8526	4354	2964	2269	1853	1576	1378	1231	1116	1024	752	619	542	492
4.50	8538	4365	2975	2280	1864	1587	1390	1242	1128	1036	765	633	556	507
4.75	8549	4376	2986	2292	1876	1599	1402	1254	1140	1048	778	646	570	522
5.00	8561	4387	2997	2303	1887	1610	1413	1266	1152	1061	791	660	585	537
5.25	8572	4398	3008	2314	1899	1622	1425	1278	1164	1073	804	674	599	552
5.50	8584	4410	3020	2326	1910	1634	1437	1290	1176	1085	817	688	614	568
5.75	8595	4421	3031	2337	1922	1646	1449	1302	1188	1098	830	702	629	584
6.00	8607	4432	3042	2349	1933	1657	1461	1314	1201	1110	844	716	644	600
6.25	8618	4443	3054	2360	1945	1669	1473	1326	1213	1123	857	731	660	616
6.50	8630	4455	3065	2371	1957	1681	1485	1339	1225	1135	871	746	675	632
6.75	8641	4466	3076	2383	1968	1693	1497	1351	1238	1148	885	760	691	649
7.00	8653	4477	3088	2395	1980	1705	1509	1363	1251	1161	899	775	707	665
7.25	8664	4489	3099	2406	1992	1717	1522	1376	1263	1174	913	790	723	682
7.50	8676	4500	3111	2418	2004	1729	1534	1388	1276	1187	927	806	739	699
7.75	8687	4511	3122	2430	2016	1741	1546	1401	1289	1200	941	821	755	716
8.00	8699	4523	3134	2441	2028	1753	1559	1414	1302	1213	956	836	772	734
8.25	8710	4534	3145	2453	2040	1766	1571	1426	1315	1227	970	852	788	751
8.50	8722	4546	3157	2465	2052	1778	1584	1439	1328	1240	985	868	805	769
8.75	8734	4557	3168	2477	2064	1790	1596	1452	1341	1253	999	884	822	787
9.00	8745	4568	3180	2489	2076	1803	1609	1465	1354	1267	1014	900	839	805
9.25	8757	4580	3192	2500	2088	1815	1622	1478	1368	1280	1029	916	856	823
9.50	8768	4591	3203	2512	2100	1827	1634	1491	1381	1294	1044	932	874	841
9.75	8780	4603	3215	2524	2112	1840	1647	1504	1394	1308	1059	949	891	859
9.95	8790	4613	3225	2534	2123	1851	1658	1515	1406	1319	1072	962	906	874
10.00	8792	4614	3227	2536	2125	1853	1660	1517	1408	1322	1075	965	909	878



10.10	8797	4620	3232	2542	2130	1858	1666	1523	1414	1328	1081	972	916	885
10.15	8799	4622	3234	2544	2133	1861	1668	1526	1417	1330	1084	975	920	889
10.25	8803	4626	3238	2548	2137	1865	1673	1531	1421	1335	1090	982	926	896
10.35	8808	4631	3244	2554	2142	1871	1679	1536	1427	1341	1097	989	934	904
10.50	8815	4638	3250	2560	2149	1878	1686	1544	1435	1349	1105	998	944	915
10.75	8827	4649	3262	2572	2162	1891	1699	1557	1449	1363	1121	1015	962	933
10.95	8836	4658	3272	2582	2172	1901	1710	1568	1460	1375	1133	1029	977	949
11.00	8838	4661	3274	2585	2174	1903	1712	1571	1463	1378	1137	1032	980	952
11.20	8848	4670	3283	2594	2184	1914	1723	1582	1474	1389	1149	1046	995	967
11.25	8850	4672	3286	2597	2187	1916	1725	1584	1476	1392	1152	1049	998	971
11.50	8862	4684	3298	2609	2199	1929	1739	1598	1490	1406	1168	1066	1016	990
11.75	8873	4696	3310	2621	2212	1942	1752	1612	1504	1420	1184	1084	1035	1009
12.00	8885	4707	3321	2633	2224	1955	1765	1625	1518	1435	1200	1101	1053	1029
12.25	8897	4719	3333	2646	2237	1968	1779	1639	1533	1449	1216	1119	1072	1048
12.50	8908	4731	3345	2658	2250	1981	1792	1653	1547	1464	1233	1136	1090	1067
12.75	8920	4742	3357	2670	2263	1994	1806	1667	1561	1478	1249	1154	1109	1087
13.00	8932	4754	3369	2683	2275	2007	1819	1681	1575	1493	1265	1172	1128	1106
13.25	8943	4766	3381	2695	2288	2021	1833	1695	1590	1508	1282	1189	1147	1126
13.50	8955	4778	3394	2708	2301	2034	1846	1709	1604	1523	1298	1207	1166	1145
13.75	8967	4789	3406	2720	2314	2047	1860	1723	1619	1538	1315	1225	1185	1165
14.00	8979	4801	3418	2733	2327	2061	1874	1737	1633	1553	1332	1244	1204	1185
14.25	8990	4813	3430	2745	2340	2074	1888	1751	1648	1568	1349	1262	1223	1205
14.50	9002	4825	3442	2758	2353	2087	1902	1766	1663	1583	1366	1280	1242	1225
14.75	9014	4837	3454	2770	2366	2101	1916	1780	1678	1598	1383	1298	1261	1244
15.00	9026	4849	3467	2783	2379	2115	1930	1795	1692	1613	1400	1317	1281	1265

