



## Application form of Loan Salary Holder

Passport Size Photo

To  
The Chief Executive Officer,  
The Purulia Central Co-operative Bank Ltd.,  
Purulia.

Through : The Branch Manager / Officer-In-Charge  
\_\_\_\_\_ Branch

Sub : Application for M.T. Loan of Rs. .... for ..... (Purpose)

Sir,  
I Sri/ Smt/ \_\_\_\_\_

S/O., D/O., W/O. \_\_\_\_\_

Salary holder of \_\_\_\_\_ establishment, drawing salary through  
your \_\_\_\_\_ Branch, and a Nominal Member of the Bank, request you for  
loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
repayable in \_\_\_\_\_ monthly installments for the purpose of \_\_\_\_\_  
\_\_\_\_\_ under your loan scheme for Salary Holder.

My Salary Savings Account No is \_\_\_\_\_. The Branch Manager / Officer-in-Charge  
have been authorized to deduct monthly installments of the loan including interest from my said account. My service  
particulars are given below for favour of consideration :

- i) Date of joining in service \_\_\_\_\_
- ii) Date of superannuation from service \_\_\_\_\_
- iii) Last month's Gross Pay Rs. \_\_\_\_\_
- iv) Gross deduction as per pay sheet \_\_\_\_\_
- v) Installment of credit society (if any) \_\_\_\_\_
- vi) Net Pay Rs. \_\_\_\_\_

Yours faithfully,

(Full signature of the applicant)

Mobile No :

Enco :

- i) Prescribed form duly filled up.
- ii) Salary Certificate
- iii) Consent of the applicant / borrower on the terms & conditions.



To  
The Branch Manager / Office-in-Charge  
The Purulia Central Co-operative Bank Ltd.

\_\_\_\_\_ Branch

**Sub : Authorization to debit monthly installment of loan from my Salary (Saving)**

**A/C No. \_\_\_\_\_ with your Branch – Declaration.**

**As per provisions of Section 59 of the W.B.C.S. Act. 2006.**

I Sri/ Smt/ Km. \_\_\_\_\_

S/O., D/O., W/O. \_\_\_\_\_

residing at \_\_\_\_\_

and a Salary holder of \_\_\_\_\_

and a Nominal Member of the Purulia Central Co-operative Bank Ltd. having my salary (Saving) A/C

No. \_\_\_\_\_ with your Branch, do hereby authorize you to deduct the monthly installment of \_\_\_\_\_ loan (Principal & Interest taken together), taken by me, from your Branch, for the purpose of House Repairing/ House Extension/ House Renovation/ Purchase of Vehicle/ Consume Durables/ Others Specified \_\_\_\_\_, from my monthly salary/ arrear salary/ retiring gratuity/ death gratuity etc. as soon as those are credited in my salary (Saving) A/C No. \_\_\_\_\_ with your Branch.

Further, in case of default, for any reason whatsoever, I also authorize you to deduct & give effect to the recovery of the unpaid portion of the loan including interest accrued thereon from my salary dues, gratuity and/ or other form of financial benefits that I would be entitled to any the law of the land would permit, for which myself or any of my legal heirs shall never object. I also declare this authorization as irrevocable.

I further undertake that my Employer / Drawing & Disbursing Officer shall be bound / competent under Section 59 of the W.B.C.S. Act., 2006 to deduct from my salary/ arrear salary/ retiring gratuity/ death gratuity etc. the said installments of loan including the interest and overdue thereon and pay to the Bank on account of repayment of the said loan and that my Employer/ Drawing & Disbursing Officer shall also be competent to recover the balance dues on account of the said loan as per demand of the Bank, by way of deduction from the retiring gratuity and/ or death gratuity, salary dues etc. payable to me by such Employer/ Drawing & Disbursing Officer and pay the said money to the Bank in satisfaction of and unpaid portion of loan (Principal & Interest taken together) and of other demands of the Bank against me. I further undertake that all my legal heirs, nominees and assignees will be bound by the said recovery of dues by my said Employer/ Drawing & Disbursing Officer for the purpose of paying to the Bank on account of dues of the said loan.

I declare that, I do not transfer my salary account from The Purulia Central Co-operative Bank Ltd. until & unless the repayment of entire loan (Principal & Interest taken together).

I further declare that I and/ or my legal heirs/ nominees/ assignees shall never initiate any legal proceedings against any action of the Purulia Central Co-operative Bank Ltd., in respect of deduction from my salary etc. as mentioned in earlier paragraphs, towards realization of loan (Both Principal & Interest taken together) etc.

Date :

Signature of the Borrower

Place :

Salary (Saving) A/C No. \_\_\_\_\_



**(DECLARATION TO BE GIVEN BY THE GUARANTOR / SURETY)**

I Sri/ Smt./ Km. \_\_\_\_\_

S/O, D/O, W/O \_\_\_\_\_

residing at \_\_\_\_\_

and a Salary holder of \_\_\_\_\_

A/C No. \_\_\_\_\_ with \_\_\_\_\_ Branch of

The Purulia Central Co-operative Bank Ltd., do hereby declare that the date of my superannuation from service

with the \_\_\_\_\_

and also undertake to stand as a Guarantor / Surety to the aforesaid loan taken by Sri/ Smt./ Km.

\_\_\_\_\_ a salary holder of \_\_\_\_\_

and drawing salary through the salary (Saving) A/C No. \_\_\_\_\_ with the

\_\_\_\_\_ Branch of the Purulia Central Co-operative Bank Ltd. and

undertake to repay the entire portion of the loan together with the accrued interest thereon, taken by Sri/ Smt./

Km. \_\_\_\_\_ as said hereinabove,

in case of any default in repayment of the said loan (Principal and / or Interest) is made by said Sri/

Smt./ Km. \_\_\_\_\_ .

Date :

Signature of the Guarantor / Surety

Place :

Salary (Saving) A/C No. \_\_\_\_\_



**(CERTIFICATE TO BE GIVEN BY THE EMPLOYER / DRAWING & DISBURSING OFFICER)**

**To whom it may concern**

This is to certify that Sri/ Smt./ Km. \_\_\_\_\_

S/O, D/O, W/O. \_\_\_\_\_

residing at \_\_\_\_\_

and a Salary Holder of \_\_\_\_\_ has joined his/ her

service on \_\_\_\_\_ (Date of Joining) and it is further certified that he/ she draws monthly

salary detailed below :-

Gross Pay : \_\_\_\_\_ (As on \_\_\_\_\_)

Total Deduction : \_\_\_\_\_ (As on \_\_\_\_\_)

Net Pay : \_\_\_\_\_ (As on \_\_\_\_\_)

Date :

Place :

Signature with seal of the Employer  
Drawing & Disbursing Officer of the  
Applicant/ Borrower.



### **TERM AND CONDITIONS**

1. The loan will be issued to any applicant as Nominal Member.
2. Such loan may applied for by any salary holder for the purpose of House Repairing/ House Extension/ House Renovation/ Purchase of Vehicle/ Consume Durables/ Others Specified \_\_\_\_\_ ,
3. The applicant has to give one declaration for deduction from his/ her salary in term of provisions of Section 59 of the W.B.C.S. Act., 2006 and realization from retiring/ death gratuity in the event of default in repayment of loan.
4. The applicant shall authorize the Branch Manager / Officer in Charge of the Branch concerned to recover the monthly installment due from loan by debit to the respective S.B. A/C (salary account) as an when the monthly salary/ arrear salary/ retiring gratuity/ death gratuity etc. is credited in the said account.
5. A declaration from the competent authority is to be submitted by the applicant, in the prescribed form to the effect that the applicant's salary account will not be transferred from this Bank till the loan amount is fully liquidated.
6. Any other salary holder, having salary account in the same Branch as the applicant's one, has to stand as guarantor for such loan and has to submit the declaration in prescribed format. The guarantor must have the remaining period of service length more than the repayment period of loan prayed for.
7. Salary Certificate and that for service at credit of the applicant, from the competent authority, should be submitted by the applicant in the prescribed apply.
8. Other usual norms for disbursement of loan shall apply.
9. The bank authority reserves the right to change any of the conditions at any time before/ after the disbursement of the loan for any reason whatsoever.

..... I have gone through the above terms and conditions and agree with the same.

\_\_\_\_\_  
(Counter signature with seal of the  
Branch Manager / Officer in Charge)

Signature of the Applicant / Borrower

Date \_\_\_\_\_

Place \_\_\_\_\_

Salary (Savings) A/C No. \_\_\_\_\_



**Comments of Supervisor**

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Loan recommended Rs. \_\_\_\_\_

Instalment recommended Rs. \_\_\_\_\_ Term \_\_\_\_\_

Signature with Seal

**Comments of Branch Manager/ Officer in Charge.**

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Loan recommended for sanction Rs. \_\_\_\_\_

Instalment recommended Rs. \_\_\_\_\_ Term \_\_\_\_\_

Net amount last credited in his/ her account as pay in the month of  
\_\_\_\_\_ 20 \_\_\_\_\_ Rs. \_\_\_\_\_ .

Salary (Savings) A/C No. of the Applicant \_\_\_\_\_

Signature with Seal

**Comments of Assistant Manager (Gen & Loan)**

May be recommended amounting to Rs. \_\_\_\_\_ in favour of \_\_\_\_\_  
\_\_\_\_\_ as \_\_\_\_\_ Loan.

Signature with Seal

**Comments of Chief Executive Officer.**

Recommended for sanctioned amounting to Rs. \_\_\_\_\_ in favour of \_\_\_\_\_  
\_\_\_\_\_ as \_\_\_\_\_ Loan.

Signature with Seal

**SANCTIONED**

CHAIRMAN LOAN & RECOVERY SUB COMMITTEE

PANEL CHAIRMAN