

**THE POSTAL & R.M.S. EMPLOYEES CO-OPERATIVE BANK LTD.**  
**AMBALA CANTT / DELHI**  
**APPLICATION FOR ORDINARY LOAN**

Account No..... Postal ID..... Date of Application ..... CKYCR .....  
To

The C.E.O. / Chief Manager / Manager  
The Postal & R.M.S. Employees  
Co-Operative Bank Ltd. ....

Dear Sir,

I, ..... S/o, D/o, W/o Shri ..... an employee of the Postal Department and a member of the Bank holding ..... share beg to apply for an ordinary loan amount of Rupees in words (.....) (Rs. ....) at the Bank's Current rate of interest or at such other rate as may be fixed by the Bank from time to time and agree to repay the loan together with interest and penalty that accrues thereon in ..... installments of Rs.....each for the purpose of ..... if I fail to pay installments regularly the Bank may recover the loan in lumpsum from salary, retirement benefits and also from my sureties and/or from legal heirs / successor.

5 I hereby declare :

- (a) That I am not a member of any other Co-operative Credit Society except the Postal R.M.S. Employees Co-op. Bank Ltd. Ambala Cantt. and I will borrow no amount from other Co-operative Society until the loan applied for here is fully repaid.
- (b) That particulars of my salary is as under :

| Particular of Service with salary detail |  |                             |  |
|------------------------------------------|--|-----------------------------|--|
| Basic Pay                                |  | GPF / NPS Subscription      |  |
| Date of Joining in the Deptt.            |  | House Bld. Advance/Interest |  |
| Date of Birth                            |  | Any other Recovery          |  |
| Date of Retirement                       |  | Net Pay                     |  |

c) Aadhar No..... (D) PAN No.....

6 I also fully understand that if any of the statement made by me as above is proved to be false or if the loan is misused by me the Bank has powers to recover whole of the amount in one instalment and in addition expel me from the membership of the Bank.

7 I offer the following members as my sureties :

| Name of Surety | Father's Husband's Name | Date of Joining | Date of Retirement | Basic Pay |
|----------------|-------------------------|-----------------|--------------------|-----------|
| 1.             |                         |                 |                    |           |
| 2.             |                         |                 |                    |           |

8 The net Loan sanctioned amount may kindly be credited through RTGS / NEFT / Cheque in my below particularized A/c.

**(In case of RTGS / NEFT cancel cheque must be attached )**

|                            |  |             |  |
|----------------------------|--|-------------|--|
| Name of the Bank & Branch  |  | Account No. |  |
| Name as appear in Bank A/c |  | IFSC Code   |  |

10. I enclosed the following documents :

Pay Slip ☐ Aadhar Card ☐ PAN Card ☐ Postal ID Card ☐ Canceled Cheque ☐

*Signature of Applicant*

*Designation & Present Address*

*Mobile No. ....*

**Certified that there is no court attachment of salary of the applicant and I verify the entries in coloum no. 5.**

Place .....

Date .....

**Signature of Drawing / Disbursing officer**

## FORM OF AGREEMENT

1. I ..... S/o. D/o. W/o Shri ..... a member of the Postal & RMS Employees Co-operative Bank Ltd. Ambala Cantt hereby acknowledge that subject to Bye-laws of the Bank. I have received from the said Bank a loan of Rs. (.....) (in word Rs. ....) @ .....p.a. flexible and as approved by Board of Director from time to time.
2. I undertake to pay from this date to the said bank or its assignees, interest on this loan or such portion of it as may remain unpaid at the Bank's current rate of interest during the currency of the loan and to repay this loan with interest in ..... monthly installments with effect from the next month or whenever in accordance with the Bye-laws and rules of the said Bank I shall be called upon to do so.
3. At present I have not availed/availed financial assistance / loan from any financial Institutions / Bank/ I have availed loan detailed below (Strike off which is not applicable)

| Bank/Instituion | Amount of Loan | Balance Outstanding | Installment Amount |
|-----------------|----------------|---------------------|--------------------|
|                 |                |                     |                    |

4. I hereby agree to be bound by and to observe the byelaws and the rules of the said Bank relating to the loan given to members. I undertake not to resign Government service until the loan with interest is fully paid by me.
5. If I fail to pay interest or any installment of Principal on the due date the whole loan with interest shall become immediately due and payable.
6. I agree that If at any time the Bank find security of the loan or its payments is in danger or if I fail to furnish security as demanded by Board of Directors or if the Bank comes under liquidation or its membership is terminated under the bye laws, the entire balance of the loan with interest thereon shall forthwith become payable to the Bank and may be recovered in one or more installments as the Board of Directors of the Bank decides.
7. I hereby authorise and request the Indian Postal and telecom departments to deduct from my monthly pay bill or such other money as from the time to time be due to me and to pay the same to the bank at my cost.
8. I further agree that if no installment is deducted from my monthly pay bill, I shall send the same directly to the Bank.
9. I do hereby agree that my present employer as well as my subsequent employers shall be competent to deduct from the salary payable to me by him a sum of Rs. .... every month along with the interest due as intimated by the Bank from time to time and to pay the amount so deducted to the said Bank in satisfaction of the above mentioned debt.
10. I do hereby further agree that in case I leave the employment before the repayment of the above mentioned debt. my present employer shall be competent to deduct from the salary or wages payable to me by him the whole amount or part there of as may be intimated to him by the said Bank as the balance of loan and interest there on outstanding against me.
11. I hereby authorise the Indian Post and Telecom Department to recover the amount of loan including interest and penal interest due from me or any other amount what so ever, out of amount of my Gratuity or the General Provident Fund as the case may be in case of my death or earlier retirement from service.
12. I do hereby authorize the bank to take any legal action as per court of law against me as well as against the surety in case of default in loan payment plus interest on my part to the bank.
13. I abide all the term & conditions of loan policy framed by bank from time to time.
12. As security for the above loan I offer the following sureties :-

### SURETIES

| Acccount No. | Name of Surety | Father's/Husband's Name | Amount of Surety |
|--------------|----------------|-------------------------|------------------|
|              |                |                         |                  |
|              |                |                         |                  |

Signature attested

Signature of Borrower.....  
Designation.....  
Address.....

Signature of Drawing/Disbursing Officer

Account No.....

**SURETY BOND**

Postal ID No.....

I ..... S/o. D/o. W/o Shri .....  
 the undersigned bind myself to make payments of Rs. .... to the  
 Postal & R.M.S. Employees Co-operative Bank Ltd. Ambala Cantt and agree that the monthly installments along with  
 interest and penal interest shall be deducted from my monthly salary bill in the event of Mr.  
 ..... (Designation & Address) ..... failing  
 to implement the bond (form of agreement) signed by him on .....for Rs.  
 ..... in .....installments or within such dates as to which the period may be extended by  
 managing committee either in payment of interest or in the repayment due on a account of death, bankruptcy, leaving  
 the department or by any other cases whatsoever.

I hereby authorise my employer to recover the amount of outstanding Loan, Interest and penal interest due from  
 Sh. ....S/o ..... out of my gratuity/GPF/leave  
 encashment in case of my death or earlier retirement from service till the outstanding amount is cleared.

I agree that I shall not have recourse to the insolvency till the Loan, Interest Loan has completely been repaid and I will  
 be abide by Surety Act and bank will have right to take action in the court of law.

Signature of Surety with Designation Address

Mobile No.....

Date of Birth ..... Date of Joining the Deptt..... Date of Retirement .....

Basic Pay.....

Certified that the entries in respect of age, service and pay of surety are correct and that he has signed in my presence.

Dated.....

**Signature of Drawing/Disbursing Officer of surety****Note :**

- 1. The sureties are jointly and severally liable for repayment Loan, Interest and cost etc.**
- 2. It is in surety's own interest to ensure that DDO recovers the whole outstading amount of loan at the time of retirement of the loanee member**

Account No.....

**SURETY BOND**

Postal ID No.....

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 the undersigned bind myself to make payments of Rs. .... to the  
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Signature of Surety with Designation Address

Mobile No.....

Date of Birth ..... Date of Joining the Deptt..... Date of Retirement .....

Basic Pay.....

Certified that the entries in respect of age, service and pay of surety are correct and that he has signed in my presence.

Dated.....

**Signature of Drawing/Disbursing Officer of surety****Note :**

- 1. The sureties are jointly and severally liable for repayment Loan, Interest and cost etc.**
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**FOR BANK USE ONLY**

- |    |                                                                                               |                                                    |
|----|-----------------------------------------------------------------------------------------------|----------------------------------------------------|
| 1  | Name of the applicant .....                                                                   | Account No. ....                                   |
| 2  | ID No. ....                                                                                   | No. of Shares .....                                |
| 3  | Amount of loan applied for Rs. ....                                                           |                                                    |
| 4  | Purpose of Loan .....                                                                         |                                                    |
| 5  | No. of installments in which loan is to be repaid.....                                        |                                                    |
| 6  | Is he regular in repayment of the previous loan : Yes or No .....                             |                                                    |
| 7  | Name of Sureties with A/c Nos                                                                 | 1. .... Account No.....<br>2. .... Account No..... |
| 8  | Are they all regular in repayment of their own loans/CTS ? 1.....2.....                       |                                                    |
| 9  | Have the applicant signatures been made on all cutting on application and surety bond ? ..... |                                                    |
| 10 | Has the correctness of particulars on application, Agreement .....                            |                                                    |
|    | Bond and surety bond been attested by the Competent authority ? .....                         |                                                    |
| 11 | Calculation of loan eligibility :                                                             |                                                    |

|                                                                                                   |    |
|---------------------------------------------------------------------------------------------------|----|
| Basic Pay Rs.....x20                                                                              | Rs |
| Loan Applied                                                                                      | Rs |
| 50% of Basic pay x month of service left or No. of installment of recovery (whichever is earlier) | Rs |
| Net Amount Eligible                                                                               | Rs |
| Balance of outstanding loan                                                                       | Rs |
| Net Loan Amount payable                                                                           | Rs |

|                               |    |
|-------------------------------|----|
| Loan Amount payable           | Rs |
| Less Share amount required    | Rs |
| Other amount required, if any | Rs |
| Net Amount Payable            | Rs |

12. Rate of interest @.....p.a. flexible and as approved by BOD time to time.  
I have checked and found that the above particulars/calculation are correct and the applicant is admissible for  
Rs. ....

Signature of Loan Clerk/Loan Officer

Date.....

The application of Loan submitted by member is in order and Rs. .... is sanctioned in  
.....no.of installment of Rs. ....each

C.E.O. / Chief Manager / Manager

Date .....

The net loan amount Rs.....(Rs.....)

credited in following particularized account no. (through NEFT / RTGS / Cheque / Saving Bank)

Detail of NEFT/RTGS .....Dated.....

Cheque No./D.D. No. .... Dated .....

SB Account No. .... Dated.....

Signature of Loan Clerk / Loan Officer