

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

APPLICATION FOR ORDINARY LOAN

To

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

Dear Sir,

The Application form of Loan of Sh./Smt./Ms.....
S/o, D/o, W/o Shri..... is sent herewith for further
necessary action at your end please.

Signature of Drawing / Disbursing officer
Name
Mobile No.

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 Rs._____/ - in words
(Rs.....) at 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
..... In Case I fail to pay installments regularly, the Bank is authorised to recover the
loan in lumpsum from my salary, retirement benefits and also from my sureties and/or from my legal heirs /
successors.

1 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 by me.
- (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.....

- 2 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 lumpsum one instalment and in addition expel me from the membership of the Bank.
- 3 I offer the following members as my sureties towards my loan account :

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

4. I hereby enclose the following self attested 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. 1.

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 words Rs.) @p.a. flexible and as approved by Board of Director of the bank 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/avaited 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.

Signature of Applicant

- 5 If I fail to pay interest or any installment of Principal amount 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 in danger or if I fail to furnish security as demanded by Board of Directors of the bank or if the Bank comes under liquidation or its membership is terminated under the bye laws, the entire balance of the loan alongwith 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 Department of Post and Telecom 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 by the department, 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 Department of Post and Telecom 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 further agree that in case of my transfer out of area of jurisdiction of bank (Haryana, Punjab, Himachal Pradesh, J & K, Delhi & UT Chandigarh) I will clear all the dues of the bank & 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.
13. I hereby authorise the bank to deduct insurance premium from my loan account as per bank policy time to time.
14. I do hereby authorize the bank to take any legal action as per provisions of law against me as well as against my sureties in case of default in loan payment plus interest on my part to the bank.
15. I abide by all the term & conditions of loan policy framed by bank from time to time.
16. As security for the above loan I offer the following sureties :-

SURETIES

Account No.	Name of Surety	Father's/Husband's Name	Amount of Surety

Signature of Applicant.....
 Designation.....
 Address.....

Certified that the applicant signed the agreement in my presence and abide the same.

Signature of Drawing/Disbursing Officer

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 the loanee regular in repayment of the previous loan : Yes or No
- 7 Name of Sureties with A/c No 1..... Account No.....
2..... Account No.....
- 8 Are the sureties 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 at present and as approved by BOD of the bank from time to time.
I have checked and found that the above particulars/calculation are correct and the applicant is admissible for a loan of 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

- 13 I acknowledge the receipt of net loan amount by way of credit in RTGS / NEFT/Cheque in my below particularized A/c.

(In case of RTGS / NEFT. either one Cancel Cheque/ Copy of Passbook/Account Statement must be attached)

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

Signature of Member

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

SURETY BOND

Account No.....

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 also 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 onfor Rs.
..... ininstallments 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
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 shall be bound by Surety Act and bank will have right to take action against me in the
court of law for recovery of the debit amount.

Surety Details :

Aadhar No.

Pan No.

Postal ID No.

I enclosed the following self attested documents of surety :

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

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

Signature of Surety with Designation Address

Mobile No.....

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

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 outstanding amount of loan at the time of retirement of the loanee member
3. The basic pay of the surety not less than that of loanee's basic pay.

SURETY BOND

Account No.....

Postal ID No.....

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