

THE STATE AUDIT & ACCOUNTS SERVICES CO-OPERATIVE CREDIT SOCIETY LIMITED
P-3 BHARAT SABHA PATH, KOLKATA – 700012.



APPLICATION FOR LOAN

To
The Secretary,
The State Audit & Accounts Services Co-operative Credit Society Limited
P-3, Bharat Sabha Path, Kolkata-700012.

Dear Sir,

I beg to apply for a Loan of Rs. _____ (Rupees _____)
only subject to the bye laws of the society to be repaid in _____) equal monthly
installments with interest @ _____% per annum. I give below the particulars for the loan.

1	Membership number	
	Name of the Officer/Member	
2	Designation	
3	Designation of Controlling Officer	
4	Residential Address	
5	Present designation	
6	GPF No.	
7	Date of Birth (as per Service Book)	
8	Date of Retirement	
9	Present Pay	
10	Purpose of Loan	
11	Outstanding loan as on the date of application	
12	No. of Share held	
13	Surplus of Income available per month	
14	Declaration	
	<ul style="list-style-type: none">• I solemnly declared that particulars given above are true and correct.• My salary is not under any court case. No pending case of unpad loan in any court case• I declared that society may deduct instalment with interest from my monthly salary. also declared that, if any unpaid loan will remaining on the date of my retirement, Society may deduct unpaid amount with interest from my Gratuity, Providend fund and Commuted Value of Pension (Superannuaton benefits).• I also declared that, I will spent within 30 days, the money taken from loan for the specific purpose in my loan application.• As per sec 59 of West Bengal Co-Operative Act 2006, I will inform my DDO in written, immediately after receive of aforesaid loan.	

Yours faithfully

Dated, Kolkata, the _____ Membership No. _____

Full Signature of the applicant

In the event of non payment of loan, as prayed for above, and granted, I/We jointly and severally agree to stand sureties and liable for (1) its repayment with interest and cost, if any incurred in collection of same, and (2) its proper utilization in accordance with the purpose mentioned by the applicant.

Signature of the Surety
Membership No _____

Signature of the Surety
Membership No _____

Signature of the Surety
Membership No _____

OFFICE ORDER

**Amount of loan sanctioned Rs. _____ (Rupees _____
_____) only to be repaid in _____ monthly instalments of Rs. _____
(Rupees _____) only. Amount of loan not sanctioned
(state reason) _____**

Secretary

Chairman

**THE STATE AUDIT & ACCOUNTS SERVICES CO-OPERATIVE CREDIT SOCIETY LIMITED
P-3 BHARAT SABHA PATH, KOLKATA – 700012.**



BOND

I, _____ a member of the above named society, in acknowledging receipt, subject to the Bye-laws of the society, of a sum of Rs. _____ (Rupees _____) only being the amount of Short term loan/ Long term loan for the purpose of _____ Loan for the purpose of _____ and my monthly installment will be _____

Sanctioned in my favour do thereby agree and affirm as below:

- (a) The amount of loan as mentioned above shall bear interest @ Rs _____ p.m.
- (b) The instalment of loan shall be payable along with interest accrued thereon by the 7th of each month and in case of any default, the due amount of total loan shall become immediately due and payable along with interest at the point of the society. But if I am granted extension of time for repayment of the defaulted instalment/s. I undertake to pay additional interest on the defaulted amount @ _____ percent per annum or at such rate as may be laid down in the Bye-laws of the society for the time being in force on any over due payment from the date of default.
- (c) The dues of the society will be treated as secured debt and shall have the first charge on my other dues payable by the office to me or to my heir/s, as the case may be subject to the debt, if any, due to the Government of West Bengal/India.
- (d) I shall bear all the costs that may be incurred in remitting to the office of the society all its dues from me.
- (e) I do hereby authorise the above named society and my drawing and disbursing officer, irrespective of my place of posting to recover the monthly instalments together with interest and other dues every month or at a time from my pay, leave salary, subsistence allowance, Gratuity, Group Insurance or any other dues payable by the office to me or to my heir/s, as the case may be, till this loan is repaid in full along with interest accrued thereon.

I execute this Bond after having duly received the sum of Rs. _____ (Rupees _____) only.

Dated, Kolkata, the _____

Signature of the borrowing member

The purpose of the Bond has been explained to _____ who as signed in my presence

Signature of an existing Member

DECLARATION OF THE SURETERS

I/We do hereby stand sureters for the above-noted loan and make myself/ourselves jointly and severally liable for 1) Its repayment in full alongwith interest accrued thereon and all costs as may be incurred in collection and remittance of the said loan and 2) its utilise within one month from the date of receipt for the purpose for which it has been sanctioned.

I/We do hereby authorise the above named society and my/our drawing and disbursement officer/s irrespective of my/our place of posting up recover from my/our salary the outstanding amount of loan for which I/we have stood sureties

Dtd Signature of the Surety
Membership No _____

Dtd Signature of the Surety
Membership No _____

Dtd Signature of the Surety
Membership No _____

Accepted on behalf of society.

Secretary

Chairman