

ANNEXURE I

APPLICATION FOR PERSONAL LOAN
(To be submitted in duplicate)

Name of the Applicant : P.F.Index No. :
Designation : Branch/Deptt :
Date of Appointment :
Date of Confirmation :
Total Service :

The Assistant General Manager (Admn), State Bank Of India
Administrative Office
.....
Through: Branch Manager
State Bank of India
..... Branch
.....

ENHANCEMENT OF PER. LOAN FROM Rs.LACS TO RS..... LACS
OPTION GIVEN : OD Rs. LACS & DL Rs

Dear Sir,

1. I shall be obliged if you please grant me a personal loan of **Rs. /-**
(Rupeesonly -----)
by way of overdraft, as per Personal Loan Scheme of the Bank (hereinafter called as "loan") for meeting the expenditure on
(the necessary documentary evidence is enclosed/will be submitted whenever demanded by the Bank).
2. I hereby apprise the Bank to credit my salary and allowances to overdraft account No.**(Overdraft Account still to be opened)** with **SBI** **BRANCH** and to recover the amount of the loan and the interest thereon at the SBI PLR rising / falling from time to time from the said Overdraft account. I also undertake to pay the interest at the monthly/quarterly rests in respect of the outstanding of the overdraft A/c. I undertake to abide by the Rules and Regulations governing the sanction of the Loan. I also undertake to utilise the proceeds for bonafide purposes and not for reinvestment of speculative nature. Any breach of the terms governing the loan or investment of speculative nature will entitle the Bank to recover the entire amount then due with interest forthwith and also render me ineligible for further facility under this scheme or any other staff loan scheme. This will also attract disciplinary action as may be decided by the Bank.
3. In the event of my ceasing to be in the Bank's service before the Loan is liquidated the balance outstanding and the interest due, if any, may be adjusted out of the Bank's contribution to the Provident Fund, if payable to me/my nominee in terms of the relevant Fund Rule. If the Bank's contribution is not payable to me/my nominee or is not sufficient to repay the entire outstanding including interest, the outstanding may be recovered from my own contribution to Provident Fund and / or gratuity and I hereby authorise the Trustees of Provident Fund and Gratuity Fund accordingly and to that extent it shall be a good discharge to the Trustees against all claims whatsoever in respect of the said Fund. I hereby authorise the Bank to appropriate the amount of leave encashment due at time of retirement towards outstanding in the Overdraft Account and interest thereon.
4. I also undertake to extend the charge on the house property mortgaged to the Bank in respect of which Individual Housing Loan has been availed as collateral security for the Personal Loan and submit the necessary confirmation in this regard from the branch from which I have availed Individual Housing Loan.
5. I also undertake that I shall not avail of any loan from sources outside the State Bank of India including loans from co-operative societies and / or request the Bank to deduct monthly instalments from salary for this purpose without the written permission of the Competent Authority in the Bank.
6. I also confirm that I have no external borrowings other than those for which specific written approval has been obtained from the Bank as detailed below (for officers only).
7. I undertake that my monthly salary will be credited to the overdraft account and the account will not be overdrawn beyond the drawing power at any time. In the unlikely event of the account remaining overdrawn for any reason whatsoever including on account of interest debited, I undertake to repay the overdrawn amount promptly failing which enhanced interest at the rate to be decided by the Bank may be recovered from me.
8. I have fully understood the details of the Personal Loan Scheme and undertake to abide by the rules governing the scheme failing which I will be liable to repay the entire loan plus interest and will be ineligible for further facility under this Scheme or any other staff loan schemes.

9. The particulars of my salary and deductions there from are furnished below:

Particulars		Rs.	
a)	Basic Pay	Rs.	<u>Deductions from salary</u>
b)	Spl. Allowance	Rs.	(1) Provident Fund Rs.
c)	Other Allowance (DA+CCA)	Rs.	(excluding voluntary portion)
d)	Gross Salary	Rs.	(2) Income Tax Rs.
			(3) Professional Tax Rs. _____
			(4) Housing Loan Rs.
			(5) Consumer Loan Rs.
			(6) Vehicle Loan(Car+2wheeler) Rs.
			(7) Credit Society (Loan deduction) Rs. _____
			(8) HRA+Furniture recovery Rs.
			(9) Computer Loan Rs.
			(10) Other deductions, If any, (please give individual details if necessary on separate sheet) {union+insurance} Rs.
			(11) Notional interest on Overdraft (for entire limit) Rs.

Gross Salary	Rs.	Total Deductions	Rs.
e) Less Total Deductions	: Rs.	(% of gross emoluments)	
f) Net Take Home Pay	: Rs.	(% of gross emoluments)	
Details of external borrowings:- <u>Source from which borrowed</u>		Details of approval accorded <u>Amount for availing outside borrowing</u>	
NIL		NIL	

Date:

(Signature of the applicant)

FOR OFFICE USE

Basic Pay (and special allowance, if any) Rs. _____

Permissible Amount of Loan Rs. _____

Monthly instalment, if any and interest Rs. _____

Recovery to commence from Month / Year _____

Scrutinised and found in order and recommended. The sanction of personal loan will not result in the take home pay of the applicant falling below 40%of his gross salary. The actual deductions fall within the prescribed limits of the Bank.

Branch Manager / Head of the Deptt

Date:

ENHANCEMENT OF OD LIMIT FROM Rs..... TO Rs.....LACS
OPTION GIVEN : OD LIMIT Rs. LACS./ DL Rs.....

Sanctioned a Personal Loan of Rs...../-

(Rupeesonly)

On Bank's Usual Terms & Conditions

ASSTT.GENERAL MANAGER/ CHIEF MANAGER (ADMIN)
Sanctioning Authority

Date:

SANCTION LETTER FOR PERSONAL LOAN

ENHANCEMENT OF OD LIMIT FROM Rs. LACS TO Rs. LACS

OPTION GIVEN: O/D LIMIT Rs LACS D/L Rs...

NAME OF THE EMPLOYEE:

PF INDEX NO. :

DESIGNATION :

Dear Sir / Madam,

With reference to your application for Personal Loan dated....., you have been sanctioned an overdraft limit of **Rs..... lacs (Rupees** **only**) on the following terms and conditions.

- (i) The loan amount will be utilized for meeting the expenditure on as stated by you in your application. You will submit the necessary documentary evidence in this regards whenever demanded by the Bank.
- (ii) The loan will be sanctioned by the way of overdraft. The interest on the amount outstanding in the overdraft account will be charged at Prime Lending Rate (plus intt tax if any)...**8.00%** at present (mention present rate of interest) of State Bank of India as announced from time to time, to be compounded at monthly rests, subject to the discretions of Reserve Bank of India from time to time.
- (iii) The monthly salary and allowances will be credited to the Overdraft Account.
- (iv) The total deductions from the salary on account of all borrowings from the Bank as well as other sources, notional monthly interest on Overdraft Limit (not the outstanding amount), Provident Fund, Income Tax and other statutory deductions should not exceed 60% of Gross emoluments. In other words, the take home pay should not fall below 40% of Gross emoluments.
- (v) It should be ensured that the Overdraft Account is regular and not overdrawn for any reason, at all times. Though no periodic repayment programme for repayment of Principal Loan Amount is being insisted upon, you are advised to fix repayment programme so that the entire Loan is repaid by the time you retire from the Bank's services. In the event of Account remaining overdrawn for any reason whatsoever including interest debited, you will repay the overdrawn amount promptly failing which enhanced interest at the rate (presently 2% above PLR) to be decided by the Bank will be recovered. It is , however, mandatory that the interest, whenever, applied is fully serviced and the Account kept regular at all times.
- (vi) The Overdraft should not be used for any investment of speculative nature and in case of any misuse or breach of any other terms & conditions, you will be liable to repay the entire Loan Amount plus interest thereon and you will also be ineligible for further facility under this Scheme or any other Staff Loan Schemes. Appropriate disciplinary actions as may be decided by the Bank may also be initiated against you.
- (vii) You will have option to continue with the existing facilities already availed and not avail Overdraft facility, but once Overdraft facility is availed, all existing Staff Loans (including the Personal Loan already availed) other than Housing Loan, Vehicle Loan, Festival Advance, Consumer Loan (Old Scheme), Gold Loan, and Loan against funded securities like TDR, NSCs, LIC Policy, Magnums, Relief Loan and Loan against Provident Fund will cease to be available and should be closed while availing of the Overdraft.
- (viii) You will not avaiile of any Loan from sources outside State Bank of India including Loan Loan from co-operative societies and/ or request the Bank to deduct monthly Installments from salary for this purpose without written permission of the competent authority of the Bank designated at Para 5 (vii) (e) of the Scheme.
- (ix) In the event of your ceasing to be in the Bank's service before the loan is liquidate, the balance outstanding and the interest due, if any, in the Loan account will be adjusted out of the Bank's contribution to the Provident Fund, payable to you/ your nominee or not sufficient to repay the entire outstanding plus interest, the outstanding will be recovered from your contribution to Provident Fund and/ or gratuity and/or Leave Encashment at the time of retirement. To the entitle the Bank to receive the money from the Trustees of the Provident Fund and Gratuity Fund necessary authority letter as annexed are to be executed by you and the nominee in favor of the Bank and returned immediately.
- (x) You will also extended the charge on the house property mortgaged to the Bank in respect of which Individual Housing Loan as collateral security for the Personal Loan and submit the necessary confirmation in this regard from the Branch from which I have availed Individual Housing Loan.

Yours faithfully,

Asstt. General Manager (Admin)

LETTER OF AUTHORITY ADDRESSED TO THE TRUSTEES OF THE PROVIDENT FUND TO
BE OBTAINED FROM THE EMPLOYEE/BORROWER

AT THE TIME OF SANCTION OF LOAN

ANNEXURE-IV

(To be executed by the employee)

Place:_____

Date :_____

To

The Trustees,

State/Imperial Bank of India Provident Fund/Gratuity Fund.

Dear Sirs,

I hereby irrevocably authorise you to hand over to State Bank of India the cheque/draft for entire amount which is payable to me under the *Imperial/State Bank of India Employees' Provident Fund Rules/Gratuity Fund Rules (in force for the time being) immediately after the same has become payable. Such payment shall be a valid discharge to you for the amount so paid and the same shall be binding on me and my heirs, executors, administrators and estate.

If any further application or letter or a receipt is required from me to authorise or enable you to hand over such cheque/draft and effect payment as aforesaid, I shall sign the same after being informed thereof by you or by the Bank. In the event of my failure, neglect, omission, inability or refusal to do so for any reason or cause whatsoever, I hereby irrevocably authorise State Bank of India acting through any of its officers, to sign any such application or letter, receipt or discharge or any other letter or writing required by the Trustees and the same shall be valid and binding on me and shall be a valid authorisation receipt and discharge to the Trustees in the same manner as if I had myself signed the same.

Yours faithfully,

(Employee)

Copy to:

STATE BANK OF INDIA,

.....BRANCH,

(LETTER OF AUTHORITY ADDRESSED TO THE TRUSTEES OF THE PROVIDENT FUND TO BE OBTAINED FROM THE NOMINEE(S) OF THE EMPLOYEES FOR HIS/HER PROVIDENT FUND BALANCE)

ANNEXURE-V

(To be executed by the Nominee/s)

Place:.....

Date : _____

To
The Trustees,
*State/Imperial of India Provident Fund/Gratuity Fund.

Dear sirs,

I/We am/are the nominee/s of the above Fund.

I/We hereby irrevocably authorise you to hand over to State Bank of India the cheque / draft for entire amount which is payable to Mr..... (employee of the Bank) under the *Imperial/State Bank of India Employees' Provident Fund Rules / Gratuity Fund Rules (in force for the time being) immediately after the same has become payable. Such payment shall be a valid discharge to you for the amount so paid and the same shall be binding on me/us and my/our respective heirs, executors and administrators and estate.

If any further application or letter or a receipt is required from me/us to authorise or enable you to hand over such cheque/draft and effect payment as aforesaid, I/We shall sign the same after being informed thereof by you or by the Bank. In the event of my/our failure, neglect, omission, inability or refusal to do so for any reason or cause whatsoever, I/We hereby irrevocably authorise State Bank of India acting through any of its officers, to sign any such application or letter, receipt or discharge or any other letter or writing required by the Trustees and the same shall be valid and binding on me/us and shall be a valid authorisation receipt and discharge to the Trustees in the same manner as if I/We had myself/ourselves signed the same.

Yours faithfully,

(Nominee/s)

Copy to:

STATE BANK OF INDIA

..... BRANCH,

मांग वचन-पत्र का सुपुर्दगी पत्र
D.P. NOTE DELIVERY LETTER

भारतीय स्टेट बैंक/STATE BANK OF
INDIA

DATE.....200

प्रिय महोदय / Dear Sir,

कृपया इस न दिनांक.....के माँग वचन-पत्र की सुपुर्दगी
ले जो.....रुपये के लिए
.....के द्वारा
.....के पक्ष में लिखा गया है।

Please take delivery of the accompanying DEMAND PROMISSORY NOTE

datedfor Rs.....
made by.....in favour of

इसके अतिरिक्त हम आपसे यह नोट करने के लिये निवेदन करते हैं कि परक्राम्य लिखित अधिनियम 1881 की धारा 98 (क) में निहितानुसार हम अनादरह की सूचना से अभिमुक्ति प्रदान करते हैं और यह कि मांग पर अदायगी नहीं होने की दशा में बैंक इसमें से किसी की, बिना किसी दूसरे को देयता से मुक्त करते हुये, अदायगी हेतु समय देने के लिए स्वतन्त्र होगा।

We further request you to note that we dispense with a notice of dishonour in terms of Section 98 (a) of the negotiable Instrument Act 1881 ; and that in the event of payment not being made on demand the Bank is at liberty to give time for payment to either of us without discharging the other of us from liability.

भवदीय / Yours Faithfully

C.O.S. 230x.

रु०/Rs.....

Date200

माँग पर.....

वचन देता हूँ कि भारतीय स्टेट बैंक,

अथवा आदेशित

में

रुपये

की

धनराशि प्राप्त मूल्य के बदले मय ब्याज आज से

ब्याज पर

मासिक अन्तराल के साथ अदा करुंगा।

On Demand

Promise to pay the State Bank of India,

or order at

The sum of Rupees

for value received with interest from this date at

with

rests.

स्टाम्प
Stamp

नोट :- निष्पादन द्वारा अपना नाम अथवा हस्ताक्षर व उस दिन की सही तारीख लिखकर स्टाम्प निरस्त करने चाहिए
अर्थात् प्रपत्र पर हस्ताक्षर के अतिरिक्त इसकी तारीख भी दी जाए।

N.B. :- Stamps should be cancelled by the maker writing his name or initial cross them, together with
the true date of his so writing. viz., the date of this note. In addition to his signature on the note.

C.O.S. 229x.