

The Income-Tax Department Employees' Co-Op Credit Society Ltd., Ahmedabad.

(Regn. No. S-1, of 1961 dated 2-8-1961)

Room No.38, Ground Floor, Aayakar Bhavan, Ashram Road, Ahmedabad-380009.

Tele./Fax No. 079-27540998/(M)9099030037

LETTER OF GUARANTEE

To,
The Chairman,
The Income-Tax Department Employees' Co-op. Credit Society Ltd., Ahmedabad.

Sir,

Reg:- Surety liability for Shri/Smt./Ms._____L.F.No._____

We, Shri/Smt./Ms.(1)_____ (2)_____

(3)_____ (4)_____ hereby undertake jointly and severally liable to the Income-tax Department Employees' Co-Operative Society Ltd., Ahmedabad liable for the due repayment of Ordinary Loan of Rs._____/ - with interest in accordance with the conditions and Bye-laws of the said Society and we hereby agree that our liability as sureties under this letter of guarantee shall not be impaired or discharged by reason of any time or other indulgence granted by the said Society to Shri/Smt./Ms._____ or by any arrangement entered into or composition accepted by the Society modifying the operation of law or otherwise their rights and remedies under the above guarantee.

Whenever the borrower defaults in payment of the installment granted to him in whatsoever manner, we hereby authorize you to recover such installment(s) with interest from our pay, allowance and gratuity which may be due or become due to us or either of us even without giving any notice to that effect as per the procedure prescribed under Deptt. of Economic Affairs office Memorandum No. F.10 (7) 8/62 dated the 17th March, 1962 received under Ministry of Finance (Deptt. Of Revenue's F. No. 30/97/62-Co-ord. (242) dated 14th May, 1962.

Sr. No.	Name of the Surety & Designation.	L.F. No.	Mobile No.	Office Address	Signature
(1)					
(2)					
(3)					
(4)					

Place: _____

Date: _____

APPLICATION FOR ORDINARY LOAN
(ABOVE Rs.5000/-)

Sr.No. _____

L.F. No.: _____

Being a member of the Income-Tax Department Employees' Co-operative Credit Society Ltd., Ahmedabad, I, hereby, am applying for loan from the Society. For the information of the Managing Committee, I am furnishing hereunder, the required particulars as on the date of application.

DATE: _____

(SIGNATURE OF APPLICANT)

Contact No:-- _____

(Application with incomplete information will not be considered)

STATEMENT OF PARTICULARS

1.	FULL NAME			
2.	DESIGNATION			
3.	DATE OF BIRTH			
4.	DATE OF APPOINTMENT IN THE DEPARTMENT			
5.	DATE OF JOINING IN THE SOCIETY			
6.	WHETHER PERMENENT OR TEMPORARY	PERMANENT/TEMPORARY (STRIKE OUT WHICHEVER IS NOT APPLICABLE.)		
7.	OFFICE ADDRESS			
8.	RESIDENTIAL ADDRESS			
9.	SALARY PARTICULARS Emoluments (per month) - please attach latest Salary Slip duly attested by AO & DDO			
	SALARY PARTICULARS	AMOUNT (Rs.)	To be filled in by the Society's Official	
I.	BASIC PAY (Pay Matrix Level_____)		(a)	No. of Shares held
II.	Other Allowances (Total) DA/HRA/TR.ALLOW/ETC		(b)	Amount of Subscription
III.	GROSS SALARY (I)+(II)		(c)	Total:- [(a)+(b)]
IV.	Deductions		(d)	Amt. of Loan outstanding, if any
V.	NET SALARY (III) – (IV)		(e)	No. of defaults in repayment of earlier loan
			(f)	Amount of Loan Admissible
			Signature of Society's Official	

The particulars of Col. Nos. 1 to 6 and Col. No. 8 & 9 are verified and found correct. The Salary of the member (Loanee) is being regularly drawn since last six months.

(SIGNATURE OF ITO/AO&DDO WITH OFFICIAL SEAL)

10.	NAME OF BANK & BRANCH (where salary is credited)			
	BANK OF ACCOUNT No.:			
11.	Does the applicant hold land or house property, if so Where? Particulars of yearly income, if any.	Yes/No		
12.	Is the applicant already indebted to any Person/Society or Bank? If so, to what extent & for whom?	Yes/No		
13.	Whether applicant stands surety for any Member? If yes, to whom?	Yes/No		

14.	AMOUNT OF LOAN REQUIRED:	Rs. _____/- (Rs. _____)			
15.	OBJECT OF LOAN:	(If the purpose of loan is HBA OR Renovation of House, supporting proof should be attached without fail)			
16.	REPAYMENT OF LOAN				
(a)	NOs. OF INSTALMENTS:				
(b)	AMOUNT OF MONTHLY INSTALMENT:	Rs. _____/- + interest thereon.			
17.	PERSONAL SURITIES:				
Members taking loans are expected to inform the society regarding the death or the change of address of the sureties at the earliest date and must furnish another surety in the former contingency.					
Sureties should have remaining period of service equivalent to the period of installments mentioned					
		SURETY No.1	SURETY No.2	SURETY No.3	SURETY No.4
i.	NAME IN FULL				
ii.	LEDGER FOLIO NO.				
iii.	DESIGNATION				
iv.	PLACE OF POSTING/ADDRESS				
v.	RESIDENTIAL ADDRESS				
vi.	DATE OF BIRTH				
vii.	DATE OF JOINING THE DEPTT.				
viii.	SALARY PARTICULARS				
ix.	HAVE THE SURITIES BORROWED ANY LOAN FROM THE SOCIETY?				
x.	HAVE THEY STOOD SURITIES ALREADY TO ANY PERSON(S) IF SO, TO WHOM?				
xi.	UNDERTAKING	IN CASE OF ANY DEFAULT ON REPAYMENT BY THE BORROWER, WE, THE BELOW SIGNED SURITIES ARE AGREEING TO REPAY THE DUES WITH INTEREST WITHOUT ANY HESITATION. WE AUTHORIZE THE COMMITTEE TO RECOVER FROM OUR SALARY.			
xii.	SALARY BANK A/C No.				
xiii.	NAME OF THE BANK				
xiv.	SIGNATURE OF SURITIES				
xv.	SIGNATURE OF WITNESSES				

Recommendation by Joint Secretary

The information furnished by the applicant have been verified from the records and found in order, hence recommended for loan of Rs. _____/-.

Joint Secretary

(1)	Date of Managing Committee meeting	/ / 20
(2)	Amount of Loan Sanctioned.	Rs.
(3)	No. of Installments Granted for repayment.	
(4)	Amount of Monthly installment.	Rs.
(5)	Rate of Interest.	@ _____% per annum on the Diminishing balance.

Chairman/Vice Chairman of the Managing Committee

Hon. Secretary



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(Regn. No. S-1, of 1961 dated 2-8-1961)
Room No.38, Ground Floor, Aayakar Bhavan, Ashram Road, Ahmedabad-380009.
Tele. /Fax No. 079-27540998/(M)9099030037

Managing Committee's Meeting Dated _____

Loan No. _____

AGREEMENT FOR LOAN

I, _____, acknowledge to have received from the Income-tax Department Employees' Co-operative Credit Society Limited, Ahmedabad, the loan of Rs. _____/- (Rs. _____ only), repayable in _____ monthly installments of Rs. _____ each, plus interest at _____ % per annum.

I undertake to utilize the loan for _____ and to repay it regularly without any default by monthly installments as sanctioned by the Managing Committee and to bound in all respects by the Society's Bye-Laws. If I fail to pay any three consecutive installments, I shall be liable to pay at once the whole amount of balance of the loan remaining unpaid together with the interest at the rate aforesaid and penal interest chargeable under Bye-Law No. 51. I further agree that in case I make irregular payments of this loan, I may not be granted any loan in future.

In the event of my retirement/ resignation /dismissal/death or otherwise going out of service from Income Tax Department, Gujarat region, I authorize the Income tax Department Employees co-operative Credit Society Ltd., Ahmedabad to recover amount of outstanding loan and interest thereon from my Salary & other retirement benefits due to me or to my legal heirs. I authorize the managing committee to recover the dues by submitting the cheques being submitted by me with the loan application or by attaching the balance held in any bank account in my name (individual or joint account). I also hereby undertake that in case I am transferred to other region/state on loan basis, I shall immediately pay the outstanding dues to the society and obtain No Due Certificate. I shall be intimating the society immediately in case I am transferred to another region/state so that society's dues are recovered smoothly. In case there is any lapse, I shall deposit my dues in society's bank account and submit the evidence.

If deductions are not made from my salary for any reason, I undertake to pay the same with interest and penal interest, in full to the Society. Further I undertake that any amount due to the society shall be adjusted from any amount payable to me by the society.

(Signature of Witness)

(Signature of Borrower)

(L.F.No. of Witness)

(Address of Witness)

NOTE:

- I.** Application with incomplete information will not be entertained & shall be liable to be rejected.
- II.** If the purpose of loan is purchase of Residential/Renovation/Repairing of House property, necessary supporting proof must be attached with the application.
- III.** Do not over-write or use any correcting fluid in the application form.
- IV.** Attach latest monthly pay slip duly signed & sealed by AO & DDO with application.
- V.** Attach duly signed 3 (THREE) Account Payee Cheques, in the name of ::
The Income Tax Department Employees' Co-operative Credit Society Ltd., Ahmedabad.
[Cheques from Bank Account where Salary is credited]
Please mention your Ledger Folio Number and Mobile Number behind the cheque.



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AUTHORITY

I hereby authorize the **I.T.O./A.O.&D.D.O.** _____ who is disbursing my Salary and the **D.D.O./Officer** who shall disburse my Salary in future on transfer, to deduct every month, from Salary payable to me, the dues of **The Income-tax Department Employees' Co-operative Credit Society Limited, Ahmedabad** (hereinafter referred as 'Society') on account of **Loan of Rs.** _____ /- granted to me by the Society on _____ and to pay the same to the said Society.

In the event of my retirement/ resignation /dismissal/death or otherwise going out of service from the Gujarat region of Income Tax department, I authorize him/her to recover amount of outstanding loan and interest thereon from my salary & any payment due to me or my legal heirs on account of above and to pay the same to the Income Tax Department Employees' Co-operative Credit Society Ltd., Ahmedabad.

In the event of my transfer out of Gujarat region within Income Tax Department, I hereby authorize my new AO&DDO to deduct the Society's dues from my Salary and to pay the same to the Society. In the event of my going out of Service from Income Tax Department, I shall intimate the same to the society and pay the outstanding dues in lumpsum to the society immediately and shall submit the evidence of such payment.

I hereby undertake **not to revoke the authority** until the within mentioned **loan is fully re-paid by me.**

(Signature of Witness)

(Signature of Borrower)

L.F. No.: _____

Designation _____

Office Address: _____

Office Address: _____

ADJUSTMENT OF OLD LOAN, IF ANY.

(To be filled up by the Society's Official)

OLD LOAN		NEW LOAN	
Date of Loan taken	Rs. _____	Amt. of Loan Sanctioned.	Rs. _____
Amt. of Loan taken.	Rs. _____	Less: Adjustment for outstanding Loan, if any	Rs. _____
Amt. of Loan re-paid till date.	Rs. _____	Net Amt. of Loan Payable	Rs. _____
Balance outstanding.	Rs. _____		

RECEIPT

Received from the Income-tax Department Employees' Co-Operative Credit Society Limited, Ahmedabad vide Cheque No. _____ dated _____ for Rs. _____ /- (Rs. _____ only) drawn on _____ on account of Loan/credit through ECS in my Bank account submitted by me.

AFFIX 1 Re.
REVENUE
STAMP &
SIGN
ACROSS