

**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF
MAHARASHTRA LIMITED**

APPLICATION FOR PETTY LOAN

Name in full (Capital Letters) _____ Emp No. _____

Designation _____ Deptt./Section/ _____ Place of work _____ Date of confirmation _____

Gross Salary Rs. _____ Date of Birth _____ Date of Super annuation _____

Amount of loan applied for in Rs. _____ (Rupees _____ only).

The purpose of loan _____

Have you derived benefit under any scheme for grant of loan ?

YES/NO

If so, please mention the scheme, the benefit derived there under

If Yes. State

and the date on which the benefit was derived.

1) EHS Loan Sanctioned on _____

Please strike off whichever is not applicable.

2) CPF Loan Sanctioned on _____

3) Vehicle Loan Sanctioned _____

1) Certified that the size of family as on 31st May 1976 was _____ living children and that size has not been exceeded / been exceeded by _____ more Children.

2) I hereby declare and affirm that I have read and understood the terms and conditions specified in the petty loan Scheme and I undertake to abide by the same and such other terms and conditions as may be specified by the Corporation.

Date _____

(Signature of Employee) _____

Name : _____

Designation _____

Div. _____ Place _____

(To be filled in by the Head of Deptt./Section)

1) Certified that no departmental enquiry is pending.

2) Certified that no departmental enquiry is being proposed to be taken against the applicant.

3) Certified that the purpose for which the loan is applied for is genuine and reasonable and I recommend the grant of loan the applicant.

Date _____

(Head of Department/Section) _____

Designation _____

(TO BE FILLED IN BY THE PERSONNEL DEPTT.)

- 1) Certified that the facts stated by the applicant are correct to the best of MY KNOWLEDGE.
- 2) The purpose of loan falls under item _____ of the petty loan scheme as approved by the Board in its Resolution No. 402 dated 30-8-1972.
- 3) The petty loan of Rs. _____ is admissible to the applicant as per provisions of the petty loans scheme.
- 4) The applicant has executed a promissory note duly stamped and signed by the applicant himself and following surety who are confirmed employee of the Corporation.

Name

Designation

Place of work

1) _____

- 5) The surety is acceptable.

- 6) He/She will get more than 50% of

His/Her Salary after total deductions as per the salary Certificate.

- 7) The loan of Rs. _____ (in words Rupees _____ only) may be sanctioned to the applicant.

Signature of Assistant

Rs.

Date _____

On demand we Applicant Name 1) _____ Designation _____ Employee No. _____

2) _____ Designation _____ Employee No. _____ do hereby jointly & severally promise to pay the City & Industrial Development Corporation of Maharashtra Ltd. or order the sum of Rupees _____ together with interest at 11% per annum of value / received.

1) Signature of the Applicant (Loanee) _____

2) Surety No. 1 _____



Signature of Applicant / Surety taken in the Presence of,

(HEAD OF SECTION / DEPTT.)



**CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF
MAHARASHTRA LIMITED**

CIDCO / CBD / ACCTT / SAL

DATE :

SALARY CERTIFICATE

SUBJECT : Petty Loan Application of Shri / Smt. / Miss. _____

This is certified that the salary of Shri / Smt. / Miss. _____

FOR THE MONTH OF _____ is as below :-

EMP NO. : _____ PAN NO. : _____

NAME : _____ BANK AC : _____

DESG. : _____ DEPT. : _____

BASIC :	CPF / GPF :
DEARNESS PAY :	INCOME TAX :
D. A. :	PROF. TAX :
H. R. A. :	L. I. C. :
C. L. A. :	PETTY CASH :
CONV. ALLOW. :	HOUSING LOAN :
PROJ. ALLW. :	P. F. LOAN :
I. R. (0495) :	H.D.F.C. LOAN :
I. R. (0496) :	VEHICLE LOAN :
OVERTIME :	COMPUTER-L.N. :
SPL. PAY :	P. R. S. :
DEP. PAY :	WATER CHARGE :
SCOOTER ALLW. :	TRANS REC :
EDU. ALLW. :	RENT :
WASH. ALLOW. :	GROUP INSU. :
OTHER ALLW. :	FLD-ADV / RLF :
CANT. ALLW. :	RLF-FUND :
MEDICAL :	ITAX-OLD :
ARREARS :	LABOUR WELF. :
	CECC-SOCIETY :
	CECCS-LOAN :
	R. O. P. :
	OTHER RECO :
	OTHER DEDN :

TOTAL : TOTAL DEDUCTION :

NET PAY

Asstt. Accountants Officer (Salary)

No. PERS : EST : PLS :

Date :

DECLARATION

(SURETY)

I have taken petty Loan of Rs. _____ from CIDCO on _____ / I have not taken petty Loan from CIDCO.

I have not stood surety to anybody in the Corporation / I have stood Surety to the following employees of the Corporation for the amount of loan specified against them.

<u>NAME</u>	<u>DESIGNATION</u>	<u>AMOUNT</u>
1) Shri/Smt./Miss _____		_____
2) Shri/Smt./Miss _____		_____
	Signature	: _____
	Name	: _____
	Designation	: _____
	Section	: _____
	Employee No.	: _____
	Date of confirmation	: _____
	Date of Super annuation	: _____

CITY AND INDUSTRIAL DEVELOPMENT CORPORATION OF
MAHARASHTRA LIMITED

CIDCO / ACCTT / SAL / PETTY LOAN /

DATE :

CERTIFICATE

This is to certify that Shri / Smt. / Kum. _____
has repaid the total loan amount of Rs. _____ (Rupees _____ only)
at the end of _____ together with interest in _____ Instalment and balance amount repaid
in one Instalment as detailed below :-

Principal Petty Loan : Rs. _____

Interest on Petty Loan : Rs. _____

TOTAL : Rs. _____

Accountant (Salary)

To

Shri./ Smt./ Miss _____

Designation : _____