

THE FATEHGARH SAHIB CENTRAL COOPREATIVE BANK LTD., SIRHIND
(SANCTION ORDER)

No. _____

Dated _____

Sh. _____

Sub : Renew/enhancement/Sanction of Overdraft Limit of Rs. _____

Dear Sir,

With reference to your application dated _____ we are pleased to inform you that an Overdraft limit of Rs. _____ (Rs _____) has been renew to you by the bank on the following terms and conditions. You are requested to complete the below noted documents so that you may avail the overdraft facility.

1. That this overdraft limit of Rs. _____ is sanctioned for one year from _____ to _____.
2. That the borrower will give an authority to the employer and to the bank to credit the amount of his salary to the overdraft account every month.
3. That the borrower will submit the following documents to the bank:
 - a) Irrecoverable letter of authority by the borrower.
 - b) Letter of continuity.
 - c) Salary certificate.
 - d) Demand Promissory Note.
 - e) Agreement deed.
4. The rate of Interest will be charged @ _____ per annum on half yearly rests. In the event of default, penal rate of interest @ 3% will be charged.
5. The bank will be at liberty to change the rate of interest from time to time.
6. That in case the borrower failed to repay the amount outstanding in the overdraft account, the bank will be at liberty to take legal action to recover the amount advanced through overdraft account with upto dare interest and costs.

DISTT. MANAGER

Endst. No. _____

Date: _____

Copy to the above sanction order is forwarded to the Branch Manager B.O. _____ with reference to his Endst. No. _____ date _____ with the directions to complete all the formalities along with the operation on the overdraft limit.

DISTT. MANAGER

OFFICE REPORT

I have verified the application of Sh. _____ having account No. _____ with _____ p _____ (branch) which has a credit/debit balance of Rs. _____. The particulars mentioned in the application are correct. His gross salary is Rs. _____ and group/category of employee is (_____) hence overdraft facility of Rs. _____ may be sanctioned.

SR. MANAGER

MANAGER

ACCOUNTANT

Sanctioned Overdraft Limit

For Rs. _____

Sh. _____

As recommended.

DISTT. MANAGER

The Manager H.O.
The Fatehgarh Sahib Central Coop. Bank Ltd.,
Sirhind.

Sub : Application for renew/enhancement of overdraft facility.

Dear Sir,

I was sanctioned overdraft facility on account No. _____ in my name, for the year ending _____

I would, therefore, request your goodself to renew the overdraft limit of Rs. _____ (Rupees _____) for the year _____. The required documents duly filled in are attached herewith.

Thanking you,

Yours faithfully,

Sh. _____

Office Add: _____

Permanent Add: _____

APPLICATION FOR RENEWAL OF OVERDRAFT FACILITY TO STAFF MEMBERS

1. Name of the staff member	_____
2. Father's Name	_____
3. Permanent Address	_____
4. Office Address	_____
5. Designation	_____
6. Group & Category of employee	_____
7. No. of Account on which he/ She seek facility	_____
8. Salary	Basic Pay_____
	Grade Pay_____
	I.R._____
	D.A._____
	Other_____
	Total_____
	Gross Total_____
9. Date of Opening the a/c	_____
10. What is the minimum and maximum Balance in the a/c during the last One year (From _____ to _____)	_____

BORROWER

Certified that above particulars are true to the best my knowledge and belief and nothing has been concealed therein.

BORROWER

Endst. No. _____ Date: _____

Submitted in original to the manager H.O., C.C.B. Fatehgarh Sahib for favor of sanction please. The applicant is maintaining an O.D.L. a/c No. _____ with this branch and this account has a credit/debit balance of Rs. _____ as on date. The particulars mentioned in the application are correct. The staff member is well known to us. His/her financial status is satisfactory. His gross salary is Rs. _____ per month and he/she may kindly be sanctioned overdraft limit of Rs. _____. Loanee and surety are already nominal member of the Bank. the detail is under :

Loanee	Name	Nominal member ship No.	Date_____
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sureties	Name	Nominal member ship No.	Date_____
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1)

2)

BRANCH MANAGER

To
The Manager,
The Fatehgarh Sahib Central Coop. Bank Ltd.,

Sub : Overdraft Facility.

Dear Sir,

With reference to the facility cited above in the subject, I hereby authorize you to credit the amount of my monthly salary to my overdraft account as and when received from DDO/head Office.

Thanking you,

Yours faithfully,

(_____

Name & Address of The borrower

DEMAND PROMISSORY NOTE

Station : _____

Dated : _____

Rs. _____

On demand I promise to pay to the Fatehgarh Sahib Central Coop. Bank Ltd., Sirhind a sum of Rs. _____ (Rupees _____ only) on account of value received through amount overdrawn against account No. _____ alongwith interest @ _____ % calculated at half yearly rests.

Signature _____

Address : _____

IRRECOVERABLE AUTHORITY BY THE EMPLOYEE

Station : _____

Dated : _____

I, _____ s/o,w/o,d/o _____
working as _____ has applied for an overdraft limit of Rs _____
(Rs. _____). Accordingly I hereby give an
irrecoverable authority as under :-

1. I hereby authorizes my employer under section 39 of the Punjab Coop. Socs., Act. 1961 to deduct my salary and any other amount payable to me including retirement benefits till the overdraft limit availed by me alongwith interest is fully liquidated.
2. This irrecoverable authority will not be withdrawn by me even on my transfer, resignation, retirement and termination of my service. My employer is fully authorized to deduct the amount due from me out of any of my dues, payable to me.
3. I also authorize my employer through this irrecoverable authority that in case of my death the employer shall first deduct the balance due against me for passing on the same to the bank while making the payment to my heirs.

Yours faithfully,

Signature _____

Name _____

Address : _____

Signature of D.D.O.

With seal .

LETTER OF CONTINUITY

Whereas on _____ 20____ , The Fathergarh Sahib Central Coop. Bank Ltd., Sirhind hereinafter referred to as the bank has agreed to allow overdraft limit for consumption purpose not exceeding Rs. _____ (Rupess _____ only) in the name of Sh. _____ S/o Sh. _____ resident of _____ hereinafter referred to as the Borrower member on such terms and conditions as have been set out in the deed of overdraft facility agreement dated _____ between the borrower member and the bank and in consideration of the said sum, the member has delivered to the bank demand promissory Note for the Rs. _____ (Rs. _____) shall operate as continuing security for all moneys existing and further which may at any time hereinafter become due in the said Cash Credit Account, notwithstanding that it may in the meantime or from time to time brought to credit.

Place:

Signature of the borrower

Dated:

Name _____

s/o _____

Address : _____

FATEHGARH SAHIB CENTRAL COOP. BANK LTD., SIRHIND
AGREEMENT DEED OF OVERDRAFT FACILITY

In consideration of the Fatehgarh sahib Central Coop. Bank Ltd., Sirhind(hereinafter called the bank) at the request of Sh./Smt./Miss. _____ s/o,w/o,d/o, _____ resident of _____ (hereinafter called the borrower) having advanced/agreed to advance an overdraft limit against Account No. of Rs. _____ (Rupees: _____) subject to terms and conditions hereinafter contained. It is hereby agreed between the Bank and the borrower.

1. That the borrower will execute demand promissory Note.
2. Overdraft facility shall be sanctioned for on year in the first instance which can be further extended at the discretion of the bank. The bank reserves the right to recall it at any time by giving 30 days notice to the borrower.
3. The interest shall be calculated half yearly on outstanding balance on daily basis and will be charged to the account on the last working day of the half year i.e. 30th September & 31st March each year. It will from part of the Principal and will carry interest at the above rate. Any revision in the rate of interest by the bank, shall be binding up, on the borrower.
4. In case the amount of overdraft is not paid on demand by the borrower within 30 days after notice by the bank or have not shown credit balance atleast for 10 days during the financial year, penal rate of interest @ 3% over and above the normal rate will be charged.
5. In case of employees who want to borrow under this facility shall have to furnish a certificate from the employer in the from prescribed by the bank.6. that the borrower agrees to accept as conclusive proof of the correctness of any sum claimed to be due from him to the Bank under this agreement, a statement of account made out from the books of the bank and signed by the accountant or other duly authorized officers of the Bank without the production of any other voucher document of paper.
6. The borrower undertakes that he will abide by the Punjab Cooperative Societies Act. and rules framed there under any bye-laws of the bank including the Arbitration clauses.
7. That the bank will always be at liberty to stop making advance at any time without previous notice and without assigning any reason even though the said facility has not been fully availed.

The Bank has the right to recover the balance amount of overdraft limit from me or from my any immovable property and property shown in my application.

Signature of the Borrower

Witness :

1. Name

Address :

2. Name

Address :

For and on behalf of the
The Fatehgarh Sahib Central Coop. Bank Ltd.
Sirhind.

SURETY BOND

1) I _____ Slo _____ r/o _____
_____ hereby stand surety
for the payment of overdraft Limit of Rs. _____
(Rupees: _____) alongwith interest due
thereon raised by sh. _____ s/o _____
r/o _____ from the Fatehgarh sahib Central Coop.
Bank Ltd., Sirhind. If he fails to timely repay the same, any change in conditions of loan, made of repayment of
loan rate of interest penal rate of interest will be acceptable and binding on us. This shall constitute a continue
security and will the repayment of entire loan along with interest. We shall be personally liability to pay the loan
and interest to the bank.

Witness

1. Address _____

1. Surety _____

2. Witness _____

2) I _____ Slo _____ r/o _____
_____ hereby stand surety
for the payment of overdraft Limit of Rs. _____
(Rupees: _____) alongwith interest due
thereon raised by sh. _____ s/o _____
r/o _____ from the Fatehgarh sahib Central Coop.
Bank Ltd., Sirhind. If he fails to timely repay the same, any change in conditions of loan, made of repayment of
loan rate of interest penal rate of interest will be acceptable and binding on us. This shall constitute a continue
security and will the repayment of entire loan along with interest. We shall be personally liability to pay the loan
and interest to the bank.

Witness

1. Address _____

1. Surety _____

2. Witness _____

The Manager,
The Fatehgarh Sahib Central Coop. Bank Ltd.
Sirhind.

Sub : Overdraft facility to Sh./Smt. _____

Dear Sir,

We forward herewith overdraft facility case of Sh. _____ who is working as _____ in the office of _____ situated at _____ for your kind sanctioned.

We further undertake as follows: _

1. We have obtained an authority letter from the employee under section 39 of Punjab State Coop. Socs. Act. 1961. A Copy of the same is enclosed with the loan case and the second copy has been retained in this office for our record.
2. That in case he/she fails to repay the amount outstanding in his/her overdraft account we will deduct the amount so due from his/her salary as and when the same is recalled by the bank, but not paid by the above employee.
3. That in case of his/her suspension/termination/dismissal/resignation from service or his/her physical disability or death or retirement from service, we will deduct the amount outstanding against him/her in case overdraft account alongwith interest from his/her security/gratuity/leave encashment and other dues payable to him/her.
4. That in case of his/her transfer, a note regarding deduction of the amount outstanding in his/her overdraft account will be mentioned in his/her L.P.C. by the DDO.

Yours faithfully,

(D.D.O.)

ਮੁਲਾਜ਼ਮ ਦਾ ਅਟੱਲ ਪੱਤਰ ਅਧਿਕਾਰ

ਸਥਾਨ :

ਮਿਤੀ :

ਮੈਂ.....ਪੁੱਤਰੀ,ਪੁੱਤਰ.....ਦੇ ਦਫ਼ਤਰ 'ਚ.....
ਵਜੋਂ ਕੰਮ ਕਰ ਰਿਹਾ ਹਾਂ । ਮੈਂ.....ਰੁਪਏ ਦੇ ਨਿੱਜੀ ਕਰਜ਼ੇ ਲਈ ਬਿਨੈ ਪੱਤਰ ਦਿੱਤਾ ਹੈ, ਇਸ ਲਈ ਮੈਂ ਹੇਠ
ਲਿਖੇ ਅਟੱਲ ਅਧਿਕਾਰ ਦਿੰਦਾ ਹਾਂ :

1. ਮੈਂ ਆਪਣੇ ਮਾਲਕ ਨੂੰ ਉੱਚੇ ਤੱਕ ਪੰਜਾਬ ਕੋ-ਆਪ. ਸੁਸਾਇਟੀ ਐਕਟ, 1961 ਦਾ ਦਫ਼ਾ ਤਹਿਤ.....ਰੁਪਏ
(.....ਰੁਪਏ) ਦੀ ਰਕਮ ਆਪਣੀ ਮਾਸਕ ਤਨਖਾਹ ਵਿੱਚੋਂ ਕੱਟਣ ਅਤੇ ਇਸ ਨੂੰ ਮੇਰੇ
ਕਰਜ਼ਾ ਖਾਤੇ ਰਾਹੀਂ ਅਦਾਇਗੀ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਦਿੰਦਾ ਹਾਂ, ਜਦੋਂ ਤੱਕ ਕਿ ਮੇਰੇ ਵੱਲੋਂ ਲਿਆ ਗਿਆ ਕਰਜ਼ਾ ਵਿਆਜ ਸਮੇਤ
ਵਾਪਸ ਨਹੀਂ ਕਰ ਦਿੱਤਾ ਜਾਂਦਾ ।
2. ਇਹ ਅਖੰਡ ਅਧਿਕਾਰ ਬਦਲੀ ਹੋਣ, ਅਸਤੀਫਾ ਦੇਣ, ਸੇਵਾ ਬਰਖ਼ਾਸਤਗੀ ਪਿਛੋਂ ਵੀ ਸਮਾਪਤ ਨਹੀਂ ਹੋਣਗੇ । ਮੇਰੇ ਮਾਲਕ ਨੂੰ
ਸੰਪੂਰਨ ਅਧਿਕਾਰ ਹਨ ਕਿ ਉਹ ਸੇਵਾਵਾਂ ਦੀ ਬਰਖ਼ਾਸਤਗੀ ਜਾਂ ਅਸਤੀਫਾ ਦੇਣ, ਸੇਵਾ-ਮੁਕਤੀ 'ਤੇ ਮੈਨੂੰ ਭੁਗਤਾਨਯੋਗ ਬਕਾਏ ਵਿੱਚੋਂ
ਉਪਰੋਕਤ ਰਕਮ ਦੀ ਕਟੌਤੀ ਕਰ ਸਕਦਾ ਹੈ ।
3. ਮੈਂ ਆਪਣੇ ਮਾਲਕ ਨੂੰ ਇਸ ਅਖੰਡ ਅਧਿਕਾਰ ਪੱਤਰ ਰਾਹੀਂ ਇਹ ਅਧਿਕਾਰ ਵੀ ਦਿੰਦਾ ਹਾਂ ਕਿ ਜੇ ਮੇਰੀ ਮੌਤ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਮੇਰੇ
ਕਰਜ਼ਾ ਖਾਤੇ 'ਚ ਪੜੇ ਕਰਜ਼ੇ ਦੀ ਸੰਪੂਰਨ ਰਾਸ਼ੀ ਦੀ ਕਟੌਤੀ ਪਿੱਛੋਂ ਗ੍ਰਹਿਯੋਗ ਬਕਾਇਆ ਮੇਰੇ ਕਾਨੂੰਨੀ ਵਾਰਿਸ ਨੂੰ ਜਾਰੀ ਕਰ
ਦਿੱਤਾ ਜਾਵੇ ।

ਗਵਾਹ

1.

2.

ਦਸਤਖਤ.....

ਨਾਂ.....

ਪਤਾ.....

ਦਫ਼ਤਰੀ

ਪੱਕਾ ਰਿਹਾਇਸ਼ੀ ਪਤਾ

ਦੀ ਫਤਿਹਗੜ੍ਹ ਸਾਹਿਬ ਕੇਂਦਰੀ

THE FATEHGARH SAHIB CENTRAL

ਕੋਆਪੇਰੇਟਿਵ ਬੈਂਕ



Cooperative Bank

FULLY COMPUTERIZED BANK

HEAD OFFICE : SIRHIND

The Fatehgarh Sahib Central Cooperative Bank Ltd.

ਸਰਹਿੰਦ

SIRHIND

APPLICATION FOR OVERDRAFT LIMIT

Loan A/c No. : _____

Employee's Name : _____

Father's Name : _____

Name of Guarantors : _____

(i) : _____

(ii) : _____

Limit Amount : _____

Date of Sanction : _____

Due Date : _____

REMARKS :