**SRI KRISHNADEVARAYA UNIVERSITY**

**ANANTAPURAMU**

**Last Date to Apply: 05.05.2023**

**PERSONAL LOAN APPLICATION FORM**

Latest Passport Size Photo

**(I) PERSONAL INFORMATION**

1. Name (In Block Letters) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Name Middle Name Surname

2. (i) Designation :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department/Office

 In which working :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ii) Permanent Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of Birth : Day \_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_

4. Sex : Male / Female

5. No. of Dependents : Children \_\_\_\_\_\_\_\_\_ Others \_\_\_\_\_\_\_\_\_\_\_\_

6. (a) Length of remaining

 Service : Years \_\_\_\_\_\_\_\_\_\_ Months \_\_\_\_\_\_\_\_\_\_ Days \_\_\_\_\_\_\_\_

 (b) Date of Joining into

 the University Service : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Salary Particulars : Gross Salary Rs. \_\_\_\_\_\_\_\_Net Salary Rs. \_\_\_\_\_\_\_\_\_\_

 (Enclose Salary Certificate of previous month)

8. Details of Spouse:

 1. Name of the Spouse : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Occupation of the Spouse : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 3. If employed:

 a) Monthly Income : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b) Name & Address of the : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employer

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Purpose for loan applied : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Requirement of Loan amount : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Proposed Period of Deduction : Months/Years:

12. Monthly Repayment (EMI) : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. (a) Names & Designation of : 1.

 Sureties

 (Salary certificates of

 previous month to be 2.

 enclosed)

 (b) Date of retirement of the : 1.

 Sureties

 2.

**PREVIOUS PERSONAL LOAN DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Loan -I details | Loan -II details | Loan -III details | Other Information |
| Sanctioned:\_\_\_\_\_\_\_\_\_\_No. of Installments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ | Sanctioned:\_\_\_\_\_\_\_\_\_\_No. ofInstallments:\_\_\_\_\_\_\_\_\_ Completed Installments:\_\_\_\_\_\_\_\_\_ Remaining Balance :\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**FINANCE OFFICER**

**II DETAILS OF BANK ACCOUNT:**

20. Name of the Bank : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year of Opening Account \_\_\_\_\_\_\_\_\_\_\_\_\_ Bank Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SALARY CERTIFICATE**

 Salary certificate issued by the Drawing Officer should be forwarded by the **AR/DR/Finance Officer**, Finance and Accounts Section, S.K.University, Anantapuramu.

|  |  |  |  |
| --- | --- | --- | --- |
| **PAY PARTICULARS** | **AMOUNT** | **NATURE OF DEDUCTIONS** | **AMOUNT** |
| PAY |  | NGPF Subscription |  |
| D.A. |  | NGPF Loan |  |
| H.R.A. |  | PLI Premium |  |
| PP |  | LIC Premium |  |
| OTHERS |  | GLISC |  |
|  |  | Festival Advance |  |
|  |  | Cycle/Vehicle Advance |  |
|  |  | Education Advance |  |
|  |  | Marriage Advance |  |
|  |  | House Rent |  |
|  |  | Profession Tax |  |
|  |  | Salary Recovery |  |
|  |  | Court Recovery |  |
|  |  | Income Tax |  |
|  |  | Pension Contribution |  |
|  |  | Housing Loan Recovery |  |
|  |  | Medical Advance |  |
|  |  | Others |  |
|  |  |  |  |
| **GROSS SALARY** |  | **TOTAL DEDUCTIONS** |  |
| **NET SALARY** |  |  |  |

In Words:

**III. DECLARATION:**

 I declare that all the particulars and information given in the application form are true, correct and complete and that they shall form the basis of any loan, the University may decide to grant me.

 I confirm that the funds will be used for stated purposes and will not be used for speculative purposes.

 I also understand that the sanction of the loan is subject to the execution of documents as per the University’s requirements and recoverable with interest at the rate in force from time to time in such installments as decided by the University. I agree that the University has a right to make such enquiries as it think(s) fit.

**IV. DOCUMENTATION:** Please submit the following documents along with

your application.

* 1. Latest monthly salary certificate showing the deductions.
	2. Latest Passport size photograph.
	3. Undertaking from the employee and nominee.
	4. Surety from two regular employees as prescribed.

Place:

Date: **SIGNATURE OF THE EMPLOYEE**

**UNDERTAKING**

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby undertake to repay my personal loan of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (vide my Application dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) in full as per installments fixed and if in any eventuality this obligation is not fulfilled I hereby agree that the Registrar shall deduct the outstanding loan from my PF and /Or Gratuity in lumpsum.

Date: **SIGNATURE OF THE EMPLOYEE**

 (Name of the Employee)

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­\_\_, Nominee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby undertake to abide by the above arrangement to the effect that the outstanding loan amount shall be deducted from the P.F. and/or Gratuity of Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for which I am the nominee.

Date:

 **SIGNATURE OF THE NOMINEE**

 (Name of the Nominee)

**SURETY FORM**

 I/We hereby undertake to stand as sureties to the personal loan of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being extended to Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and in the eventuality of non-recovery of the said loan for any reason, I/We undertake to remit the outstanding loan and for this purpose I/We authorize the Registrar, S.K.University to deduct necessary amount from my/our salaries, by way of monthly installments.

**1) SIGNATURE OF THE SURETY 2) SIGNATURE OF THE SURETY**

 NAME: NAME:

 DESIGNATION: DESIGNATION:

 DEPARTMENT/OFFICE: DEPARTMENT/OFFICE:

**FOR OFFICE USE ONLY**

Forwarded to the Finance and Accounts Section:

Particulars at columns 2, 3, 6, 7& 13 are verified and found correct.

 **DEPUTY REGISTRAR**

 Establishment Section

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|  |
| --- |
| **FOR THE USE OF FINANCE AND ACCOUNTS SECTION** |

1. Amount of Loan Recommended for sanction : Rs.

2. Number of Installments to be deducted :

3. Installment per month (EMI) : Rs.

Asst. Supdt. A.R. D.R. F.O.

**Committee Recommendation:**

**Registrar Vice-Chancellor**

**Note :** Applications should reach Establishment section Through Proper channel.