

CWC EMPLOYEES BENEVOLENT TRUST

No.CWC/EBT/MAS/2015-16

DATED : 27/07/2015

CIRCULAR

With reference to Circular No.CWC/IRO-B.F/2013-14 dated:09.09.2013 and No.CWC/EBT/MAS/2014-15 dated 09/01/2015, for payment of Loan under Marriage Assistance Scheme, the matter of obtaining sureties and other requirements were discussed in the 17<sup>th</sup> meeting of Trustees held on 13.07.2015. After deliberation on the issue, the existing scheme has been reviewed & it was decided to process the application as per following procedure:-

- 1) The requirement of furnishing two sureties by the applicant has been dispensed with and Account Officer (Incharge) of concerned RO/CC/CO shall be responsible to recover the due amount from employees i.e. principal + interest on loan, in case of separation of employee due to any reason. Now applications submitted without sureties will also be entertained and the application form has been revised accordingly(copy of revised application enclosed), which will also be available on CWC website.
- 2) The employees shall be entitled for sanction of subsequent Loan after recovery of first loan along with interest.
- 3) Any applicant who has taken loan under this scheme and balance of loan due is less than 40%, applicant can deposit the balance alongwith interest and apply for second loan.
- 4) In case any applicant returns the amount of loan earlier than the stipulated period, interest shall be charged for actual months, the loan has been utilised subject to minimum interest for one month period.

Other terms and conditions and procedure circulated vide circular No. CWC/IRO-B.F/2013-14 dated:09.09.2013 and No.CWC/EBT/MAS/2014-15 dated 09/01/2015 will remain unchanged.

The above procedure shall be applicable for disbursement of loan under Marriage Assistance Scheme from the year 2015-16 and onwards & w.e.f. 13.07.2015.

Hindi version of the circular follows.

(A.K. Sharma)  
Secretary

CWC Employees Benevolent Trust

Distribution:

- 1) All Divisional Heads, CWC, CO, New Delhi
- 2) All RM/CC Head/Managers (CFSS/ICDs).
- ✓ 3) GM(Systems) with request to arrange for uploading the Circular on CWC Website.

Copy to

- 1) PPS to Chairman/ MD /AM to D(F)/SAM to D(P), CWC, CO, New Delhi.
- 2) Notice Board of CWC, CO, New Delhi
- 3) Manager(Raj Bhasha), CWC, Hindi Section, CO, New Delhi with request to arrange hindi version of above circular with proforma.

*Sharma*  
27/7/15  
*Sharma (MS)*  
SKL

**CWC EMPLOYEES BENEVOLENT TRUST**

**REVISED APPLICATION FOR LOAN UNDER MAS**

The Secretary  
CWC, EBT  
Corporate Office,  
New Delhi

I \_\_\_\_\_ (name & Design.) a member of the CWC EBT apply for loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as per rules of the Trust. I agree to repay this loan with interest thereon in \_\_\_\_\_ monthly instalments being deducted from my salary in accordance with the monthly demand of dues furnished to the Finance Division/Head of Finance Section in RO/CC by the CWC EBT. I require the loan for marriage of my son/daughter (namely) \_\_\_\_\_ on (date of marriage) \_\_\_\_\_ at (place of marriage) \_\_\_\_\_.

Sanctioned Rs. _____ as loan vide cheque No. _____ dated _____
AM(EBT) Secretary(EBT)

(Signature in Full with Date)  
Designation: \_\_\_\_\_

Division: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARTICULARS OF THE APPLICANT**

- 1) Date of Birth: \_\_\_\_\_ Date of Retirement: \_\_\_\_\_
- 2) Place of Posting CW/CO/RO/CC \_\_\_\_\_ Mobile No. \_\_\_\_\_
- 3) Basic Pay: \_\_\_\_\_ Net Pay: \_\_\_\_\_
- 4) Employee/CPF Code: \_\_\_\_\_
- 5) Bank Details: \_\_\_\_\_
  - a) Name of Bank \_\_\_\_\_ SB A/c. No. \_\_\_\_\_
  - b) IFSC Code \_\_\_\_\_ of Branch of the Bank
  - c) Address of the Branch \_\_\_\_\_

## TERMS & CONDITIONS

- A) Incomplete application form will not be entertained.
- B) Loan can be granted maximum Rs.100000/- subject to availability of funds.
- C) Utilization of loan shall be strictly in accordance with the purpose mentioned in the application.
- D) Applicant has to give affidavit in the enclosed proforma duly attested by notary public on the stamp paper of appropriate value, as applicable.
- E) Loan sanction will be at the sole discretion of the Secretary EBT.

### CWC EMPLOYEES BENEVOLENT TRUST

#### UNDERTAKING

I \_\_\_\_\_ son/daughter/wife of Sh \_\_\_\_\_ a member of EBT have this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ received subject to the rules of the EBT a loan of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) bearing interest at the rate of 6% per annum which I hereby undertake to repay in full in equated instalments, commencing from the month of \_\_\_\_\_ with interest due thereon, each instalment being payable, on or before the third day of each month.

If I fail to pay interest or any instalment of the principal loan on the due date, the whole loan shall become immediately due and payable with interest. In case of default, I further undertake to pay additional prescribed interest for each month instalment from the date of default.

I further agree that the loan will be expended for the propose mentioned in the application form within one month from the date of receipt. If it is not applied, I undertake to repay the loan with interest together with such additional interest as may be levied in accordance with the rules of EBT.

I authorize Central Warehousing Corporation (my employer ) to deduct from my salary or other monthly payable to me such amounts on account of instalments due on this loan as may be furnished to him by the AGM(IR)/authorised person in satisfaction of this loan

I further authorize Central Warehousing Corporation (My employer) in the event of my death or termination of my services from any cause whatsoever before this loan and the interest due thereon have been fully repaid, to deduct from the money due to me or standing to my credit or due to my estate or any gratuity or pension to which I may become entitled, such amount as will be sufficient to liquidate the balance of this loan and interest thereon to date of payment and to pay same direct to the said EBT in satisfaction of this loan.

Under the above conditions, I execute this undertaking after having duly received the full sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) vide cheque No. \_\_\_\_\_ /RTGS \_\_\_\_\_ dated drawn on \_\_\_\_\_ Bank, New Delhi

Place:  
Date: \_\_\_\_\_

Signature of Borrower in full

FROM:

\_\_\_\_\_ (name & Desgn.) Member of the CWC EBT, New Delhi through  
Secretary of the EBT

To

The Managing Director,  
Central Warehousing Corporation,  
Corporate Office,  
NEW DELHI

(for the time being Pay & Disbursing Officer for the member)

I \_\_\_\_\_ have applied for a loan from  
the CWC EBT, Corporate Office, New Delhi, hereby authorize you, for my time being  
Pay Disbursing Officer and any other Pay Disbursing Officer under whom I may  
happen to serve in future, to recover from and out of my monthly salary and/or other  
sums due to me from the Corporation and Pay such sum or sums to the said Trust in  
payment of all or any instalment of loan or loans that may be from time to time and  
any time become due and payable by me to the said Trust. I agree that you and my  
future Pay Disbursing Officer may make recoveries from my salary in the manner  
above mentioned so long as I continue to as a member of the Trust. I shall not ask  
for the suspension of the recoveries except with the express consent of the  
Secretary EBT.

Place:

Yours faithfully

(Signature of the Member)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Designation \_\_\_\_\_  
Division: \_\_\_\_\_  
Employee Code No. \_\_\_\_\_  
Name of RO/CC/CO \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_ son/wife of \_\_\_\_\_ is working as \_\_\_\_\_ (designation) at Central Warehousing Corporation \_\_\_\_\_ solemnly affirm and declare as under:-

- 1) That Sh/Ms \_\_\_\_\_ is my son/daughter \_\_\_\_\_
  
- 2) That my aforesaid son/daughter is got married/going to be married on \_\_\_\_\_ at \_\_\_\_\_ (Place of marriage).
  
- 3) That loan for marriage shall be utilised for the bonafide purpose of marriage ceremony of my aforesaid son/daughter.
  
- 4) That I also undertake in case of any false information/false declaration, I am ready to face consequences i.e. departmental action and or penal interest @ 18% p.a for on the amount the period of utilisation of loan.

**Deponent**

I, \_\_\_\_\_ hereby verify, confirm and affirm that above information is true and correct to the best of my knowledge and belief.

**Deponent**

Date: \_\_\_\_\_

Place \_\_\_\_\_

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