CMTD No.		
Regn. No.		
Const. No.		

APPLICATION No. 30991

SOUTH CENTRAL & SOUTH COAST RAILWAY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.

SAHAKARA BHAVAN, HIMMATH NAGAR, SECUNDERABAD - 500 003.

Ph.: +91-91212 43760, Railway: 86972 Website: www.screccs.com / E-mail: screccs@yahoo.in

BRANCHES: VIJAYAWADA: +91-703 290 6244, GUNTAKAL: +91-703 290 7244, NANDED, KADAPA, GOOTY, JALNA, LALLAGUDA WORKSHOP, KAZIPET, BELLAMPALLY, GUNTUR, GUNTUPALLI, RAJAHMUNDRY, DORNAKAL, TIRUPATI

To
The Chief Executive Officer,
South Central & South Coast Railway Employees' Co-op. Credit Society Ltd.
Sahakara Bhavan, Himmath Nagar, Secunderabad - 500 003.

Paste recent Passport size Photograph of the Borrower duly signed across the Photo

UNIFIED APPLICATION CUM LOAN BOND

Specify Name of the Loan applied for:

APPLICANT AND LOAN DETAILS

Name (in full Block Letters)		
Son / Wife / D/o.		
Staff Ticket No.	Department	
Designation	Office	
Loan Amount : Rs.	(in words)	
Purpose of Loan:		
Repayment Plan: 12 / 18 / 24 / 30 / 36 / 42 / 48 / 54 / 60 / 66 / 72 / 78 / 84 equal monthly instalments		
Bank A/c No.: (as per salary pay-slip)		
Bank:	Branch:	IFSC:

Certification by the Controlling Officer: I Consent to the annexed application as made out by Sri / Smt. .... The annexed is the authority signed by the applicant and his sureties, to enable the Society to make the necessary recoveries.

Signature of the Controlling Officer

Designation ....

Office Stamp ....

Signature of the Borrower

KNOW YOUR SHAREHOLDER (KYS) DECLARATION

CMTD No. ____________

1	Name (Capital Letters)	
2	Father's / Husband's Name	
3	PF No.	
4	Designation	
5	Date of Birth	
6	Date of Appointment	
7	Date of Joining in Society	
8	Date of Retirement	
9	Department	
10	Station / Division / Railway	
11	PAN (enclose copy)	
12	AU & BU Number	
13	Mobile Number (linked to Aadhar)	
14	Aadhar (Enclose copy)	
15	Gender (Male / Female)	
16	Category (General / SC / ST)	
17	Office Address	
18	Residential Address	

NOMINEE DETAILS

Nominee Name with Aadhar No. & Mobile No.	Relationship

REGISTERED BANK ACCOUNT DETAILS (Salary Account) (Enclose Copy)

Bank Name	
Branch Name	
Account Number	
IFSC Code	

I hereby declare that the above information furnished is true and corrent to the best of my knowledge and belief.

Place: Date: Signature / Thumb impression of Shareholder

FOR OFFICE USE ONLY

KYS form received at HQ / LGD / KZJ / BZA / GTL / NED
Submitted on
Received by (Sign. & Name of Employee)
Entered on

BORROWER AND SURETY PARTICULARS

Particulars	Borrower	1st Surety	2nd Surety	_____ Surety	_____ Surety
CMTD Account No.					
Name (in BLOCK Letters)					
Father's / Husband's Name					
Designation					
Office					
Station					
Administrative Bill Unit No.					
Monthly Basic Pay					
Level					
P.F. Account No.					
Date of Birth					
Date of Appointment					
Aadhar Card No.					
PAN No.					
Personal WhatsApp Mobile No.					
Residential Address **Signatures of the Borrower & Sureties**					
Departmental Verification of Service Particulars, etc. Signature of Immediate Supervisor / Bill Drawing Officer with stamp					

DEDUCTIONS & SANCTION

Loan Sanctioned	

Deductions	Rupees	Disbursement Details
Shares	....	....
O/S Bal. of Loan Principle	....	....
Interest	....	....
CMTD	....	....
MBF	....	....
RBF	....	....
Loan Relief Fund	....	....
Sureties Other Liability Charges	....	....
Any other Deductions	....	....
TOTAL DEDUCTIONS		NET AMOUNT

NET AMOUNT PAYABLE TO BORROWER

Rs. .... (In words ....

.... only)

Loan Passing Clerk **OS / Loans** **IA**

DIRECTOR **SECRETARY**

Enclosures:

1. Borrower Salary Bank Account Xerox copy or cancelled cheque, and latest 3 months pay slips with self-attestation.
2. Borrower and surety passbook xerox copies with self-attestation.
3. Surety current month pay slip xerox copy with self-attestation.
4. One Cancelled Cheque Leaf.
5. Xerox copy of Aadhar Card.
6. Xerox copy of PAN Card

Signature of the Borrower

CERTIFICATION BY THE OFFICE

1. Borrower and both the Sureties recoveries towards CMTD and General / Special Loan and Other Loans are regular.
2. Present Sureties of the Borrower have not given Sureties to more than three (3) shareholders earlier.
3. It is also ensured that there are no double accounts in the name of this applicant.

AGREEMENT AND PROMISSORY NOTE

I .... the borrower, authorize the South Central and South Coast Railway Employees' Co-operative Credit Society Ltd., to deduct from my salary or any other monies payable to me.

And .... and .... (Sureties) jointly and severally likewise authorize the South Central and South Coast Railway Employees' Co-operative Credit Society Ltd., to recover any amount due in respect of the loan from our monthly salary or any other monies payable to us.

- ➢ We three declare that none of us has filed an insolvency petition or is an insolvent.
- ➢ The Secretary is authorized to alter the amount in the Promissory Note to accord with the sum sanctioned.
- ➢ We personally undertake the responsibility to contact the Society for non-payment of an instalment and repay the due amount.
- ➢ We authorize the South Central and South Coast Railway Employees' Co-operative Credit Society Ltd., to recover dues from the DCRG (Death-cum-Retirement Gratuity) payable to the borrower/sureties.

We jointly and severally promise to pay the South Central and South Coast Railway Employee's Co-operative Credit Society Ltd., the sum of Rs. .... (in words) .... with interest.

Date .... day of .... Two thousand .... at ....

Surety 1's Signature

Affix
Re.1
Revenue
Stamp

Surety 2's Signature

Signature of the Borrower

GENERAL INFORMATION AND CONDITIONS FOR LOAN

LOAN REPAYMENT: The shareholder is responsible for ensuring regular loan repayment from their salary. If non-recovery occurs, payment can be made in Cash / Cheque / QR scan at the Society's Cash counter.

SURETY RESPONSIBILITY: If the borrower defaults, the Society has the legal right to demand payment from the sureties, who are solely responsible for the loan repayment.

ELIGIBILITY: New shareholders are eligible for a loan after one **CMTD (Compulsory Monthly Thrift Deposit)** recovery.

ELIGIBILITY FOR INCLUSIVE LOAN

1. **GENERAL LOAN (GL):**
   (a) General Loan is renewable after recovering 1/4th of the previous loan.
   (b) A General Loan can be taken 3 months after total repayment of the previous loan or when regular eligibility is met.
   (c) Sureties must be permanent Railway employees with **2 years of service** and **12 CMTD recoveries**.
2. **SPECIAL LOAN (SL):**
   (a) Special loan is renewable after recovering 18 instalments.
   (b) A Special loan can be taken 3 months after total repayment of the previous loan or when a regular eligibility is m et.
3. For **EDUCATION LOAN** and **FESTIVAL LOAN** there is no inclusive loan. A fresh loan will be sanctioned only after total repayment of old loan.

DEDUCTIONS:

(a) If the **CMTD / Shares** amount is less than 10% of the General loan sanctioned the difference will be recovered from the loan.
(b) **2% deduction** is made for the **LRF (Loan Relief Fund)** from GL (General Loan), SL (Special Loan), ML (Marriage Loan), EL (Education Loan), CCL (Centanary Celebration Loan) and other Loans as applicable from time to time.

OTHER CONDITIONS:

(a) The interest rate is 5% Flat PA towards General loan and 7% Flat for Marriage Loan, Education Loan and Festival Loan, 8% Flat for Special Loan.
(b) Borrowers and sureties must not be defaulters.
(c) Any alterations on the application form must be signed by the borrower and all sureties.
(d) Changes in service particulars must be attested by the concerned department, under office stamp.
(e) If a shareholder desires to apply for less amount of loan, than the eligible amount, He / She may do so by writing the required amount on the top of the loan application with his / her signature.

COMMON RULES APPLICABLE TO THE LOANS

These rules generally apply across General Loan, Special Loan, Marriage Loan, Festival Loan, Education Loan, Centanary Celebration Loan and Other Loan.

RULE TYPE	CONDITIONS
Borrower Status	Must be a shareholder of the Society.
Pre-requisite	General Loan must be availed first before Special, Marriage, Education, one Festival Loans (applies to new shareholders or general eligibility).
Salary Requirement	Take Home Salary (Net Salary after all deductions) must not fall below 30% of total emoluments after the loan instalment is recovered (3 Latest Recoveries).
Alterations	Any over-writing, erasures, or use of whitener is not accepted. Alteration of the loan amount and or service particulars must be attested (signed) by the borrower, all sureties, and the concerned officer/department respectively under office stamp.
Recoveries (Mandatory)	Latest three recoveries are compulsory for loan sanction. The latest month's recovery must be through salary; the remaining two months' EMI can be paid by the borrower EMI if not affected through salary (applies to General and Special Loans).
Ineligibility	No loan will be sanctioned if the shareholder is under suspension, on long leave without pay, or has serious pending charges likely to result in removal/dismissal.
Final Authority	The Board of Management reserves the right to sanction or reject the loan based on eligibility, availability of funds, and may alter terms subject to Registrar's approval.

Signature of the Borrower

LOAN - SPECIFIC RULES

I. GENERAL LOAN (GL)

(1) **Interest Rate: 5% Flat PA. No. of Instalments: 12 / 18 / 24 / 30 / 36 / 42 / 48 / 54 / 60 / 66 / 72.**
(2) **Renewal:** Renewable after recovery of $^1/_4{}^{th}$ (one-fourth) of the previous loan.
(3) **Fresh Loan:** Can be taken 3 months after total repayment or upon meeting regular eligibility, whichever is earlier.
(4) **Surety:** One surety required. Must have 2 years of service and 12 CMTD recoveries.
(4) **Deductions:** If CMTD / Shares are less than 10% of the loan, the difference is recovered from the loan.

II. SPECIAL LOAN (SL)

(1) **Interest Rate: 8% Flat PA. No. of Instalments: 24 / 30 / 36 / 42 / 48 / 54 / 60 / 66 / 72 / 78 / 84.**
(2) **Renewal:** Renewable after recovery of 18 instalments.
(3) **Fresh Loan:** If cleared before eligibility, a fresh loan is eligible after 3 months.
(4) **Surety:** Two sureties required. Must have 2 years of service and 12 CMTD recoveries.

III. MARRIAGE LOAN (ML)

(1) **Interest Rate: 7% Flat PA. No. of Instalments: 24 / 30 / 36 / 42 / 48 / 54 / 60 / 66 / 72.**
(2) **Maximum Amount:** Rs. 5,00,000 (in multiples of Rs. 25,000 for less eligibility).
(3) **Eligibility (Borrower):** Permanent Railway employee with more than 1 year of service and a shareholder for a minimum of 6 months.
(4) **Surety:** Two good sureties required. A shareholder can be surety for only one Marriage Loan.
(5) **Disbursement:** Paid only at the marriage venue and on the day of the marriage.
(6) **Mandatory Proofs:** Must declare bride / bridegroom's name in the Railway Pass declaration / Medical Card. Bride / groom age must be 18 / 21 years. Verification includes a marriage venue photograph.

IV. EDUCATION LOAN (EL)

(1) **Interest Rate: 7% p.a. for Male and 6% p.a. for Female No. of Instalments: 24 / 36 / 48.**
(2) **Amount:** Min Rs. 10,000 to Max Rs. 1,00,000.
(3) **Non-Recovery:** Society has the legal right to adjust from CMTD holdings if recoveries cease.
(4) **Renewal:** Fresh loan sanctioned only after total clearance of the existing loan (No inclusive loan).
(5) **Limit:** Given to one child only per family once in a year.
(6) **Proof:** Requires Original Bonafide Certificate from the institution and must be forwarded in the application by the institution.

V. FESTIVAL LOAN (FL)

(1) **Interest Rate: 7% p.a. No. of Instalments: 24 / 36 / 48.**
(2) **Renewal:** Fresh loan sanctioned only after total clearance of the existing loan (No inclusive loan).
(3) **Non-Recovery:** Society has the legal right to adjust from CMTD holdings if recoveries cease.

VI. CENTENARY CELEBRATIONS LOAN (CCL)

(1) The borrower can take a surety for this loan out of the 3 General Loan sureties that the Shareholder is eligible.
(2) Centenary Celebration Loan up to a maximum of Rs. 3 lakhs will be granted to a permanent Railway employee.
(3) **Rate of Interest 8%, No. of Instalments: 12 / 18 / 24 / 30 / 36 / 42 / 48 / 54 / 60.**
(4) In case of any default or retirement due to superannuation or voluntary retirement of the member, it shall be open to the society to recover the entire dues with interest calculated up to date as indicated in the manner below:
   (a) From the assets of the borrower with the society after adjusting society's loan.
   (b) From the assets of the guarantors available with the society or through salary deduction.
   (c) From the gratuity or any other amount payable to the borrower, by the Railways as per the agreement signed by the Borrower and the sureties as laid down in the loan application.
(5) The Board of Management reserves right to sanction or reject the Centenary Celebration Loan. The applicants to whom the loan may be sanctioned and the amount of such loan shall be determined, subject to the maximum prescribed by the Board of Management of the society with reference to the Society's financial conditions.
(6) If a shareholder desires to apply for less amount of loan, He/She may do so by writing the required amount in the column provided in the loan application with His/Her signature.
(7) Self attested Xerox copy of the AADHAR CARD, Society Pass Book, Bank Pass Book and PAN Card should be enclosed.

MONTHLY SAVINGS SCHEME

(1) Shareholder can deposit minimum of Rs.1,000/- per month & maximum is unlimited (in multiples of Rs.1,000/-)
(2) Deposit plan is for 36 / 48 / 60 months. Can pay cash or opt for Salary recovery.
(3) Cash Payment to be made by 10th of every month.
(4) Rate of interest is 8% which will be compounded annually.

RETIREMENT BENEFIT FUND (RBF)

RBF is granted maximum of Rs.10,000/- to the shareholder who completes 20 years of membership & closes within 3 months of their retirement.

Signature of the Borrower

ACCIDENTAL DEATH RELIEF FUND BENEFITS (ADRF)

(1) An amount of Rs.400/- will be debited from the CMTD holdings of the shareholders towards contribution to the Fund once in every year.
(2) Rs.10,00,000/- will be paid under this scheme in case of accidental death.
(3) In the event of loss of Hand upto elbow and above, an amount of Rs.50,000/- will be paid.
(4) In the event of loss of Eye an amount of Rs.50,000/- will be paid.
(5) In the event of loss of Leg upto Knee and above, an amount of Rs.75,000/- will be paid.

FUNERAL GRANT

In this scheme an amount of Rs.15,000/- will be granted towards Funeral expenses **which is non-recoverable.**

LOAN RELIEF FUND (INSURANCE COVERAGE)

(1) In case of death of shareholder, General Loan, Special Loan, Education Loan, Marriage Loan and Centanary Celebration Loan (CCL) availed by the shareholder will be waived off.
(2) Sureties given will be relieved under theis scheme without putting any burden.
(3) In case of reitrement / closing of account 50% of LRF will be refunded.

FIXED DEPOSITS

(1) Shareholder can make fixed depositis in the society in the multiples of Rs.5,000/-
(2) Society offering an **interest rate of 9%** which is higher than the rate offered by any other banks.
(3) Shareholder can deposit for 1,2,3 years.

MUTUAL BENEFIT FUND (MBF)

Under this fund an amount of Rs.30,000/- will be granted to the nominee, in the event of death of the shareholder.

DIVIDEND

Dividend on shares will be paid every year.

WELFARE SCHEMES

1. **Book Bank:** Intermediate to professional courses books worth of Rs.5,000/- to 10,000/- will be issued to the wards of the shareholders.
2. **Scholarships:** Willl be sanctioned to the wards of the shareholder who pursues from SSC to PG Courses as detailed below:

Name of the Course	Amt. of Scholarship	Name of the Course	Amt. of Scholarship
10th Pass	Rs. 2,000/-	Inter, Diploma, ITC, Degree	Rs. 3,000/-
B.Pharma, B.Sc (Agri.), CA Articleship	Rs. 4,000/-	Physically / Mentally Disabled	Rs. 5,000/-
Ph.D	Rs. 8,000/-	Engineering, Medicine, Post Graduation, Fashion Technology	Rs. 6,000/-

3. **Merit Scholarships:** In addition to the above, merit scholarships will be granted to the above courses as follows:

Course	Grades	Merit Awards	Course	Grades	Merit Awards
SSC	A+	Rs. 1,000/-	PG	First Division	Rs. 2,500/-
Inter / Diploma	A	Rs. 1,500/-	Medical	First Division	Rs. 2,500/-
Degree	A or CGPA-9	Rs. 2,000/-	Engineering	CGPA-9	Rs. 2,500/-

Cash Awards to sports persons:
(1) Rs.10,000/- for Winners at National & International Achievements in both individual and team events.
(2) Rs.7,500/- for First and Second places in individual and team events in State Level Achievements.
(3) Cash Awards to All India Inter Railway Medalists in both individual and group events @ Rs.5,000/- each for First and Second places. (Once in two years)

4. **Medical Assitance will be once only in service:**

Name of the Disease	Amount of Sanction	Name of the Disease	Amount of Sanction
Heart Surgery	Rs. 20,000/-	Mentally / Physically Challanged Children	Rs. 10,000/-
HIV, Brain Operation, Cancer	Rs. 15,000/-		
Kidney, Orthopaedic Surgery	Rs. 10,000/-	Spinal Cord Operation	Rs. 10,000/-
Paralysis, Gynaec Operations	Rs. 7,500/-	Abdominal Operation	Rs. 5,000/-

Signature of the Borrower