

EMPLOYER CONFIRMATION

From :

To :

Can Fin Homes Ltd
(Sponsor : CANARA BANK)

Branch :

Dear Sir,

Sub : Sri / Smt.

File No.

Staff / Employee No. (IF ANY)

We furnish here below the particulars sought by you in respect of our above employee.

1. Name of the employee :
2. Date of Birth :
3. Qualification :
4. Date of joining Service & Present place of Posting :
5. Designation :
6. Whether confirmed in Service :
7. Date of Confirmation :
8. Date of Retirement and Retirement age :
9. a. Whether there is any Housing Loan Scheme in the Company / Dept. ? : Yes / No
- b. If yes,
 - i) Loan amount sanctioned :
 - ii) Loan amount disbursed :
 - iii) Loan amount outstanding :
 - iv) Rate of Interest :
 - v) Term :
 - vi) Monthly Instalment (EMI) :
10. Whether the employee has availed loan for the purpose of acquiring residential accommodation from any other institution / company at any time ? :
11. Whether the employee is eligible for interest subsidy ? : Yes / No
- If Yes,
 - a) to what extent ? (in terms of Rupees) :
 - b) is the benefit being availed by the employee ? :
12. Financial soundness of the employee : Good / Satisfactory / Poor
(Strike off whichever is not applicable)
13. Is the employee occupying an accommodation provided by the Dept. / Company ? : Yes / No
- If Yes,
 - a) Will the benefit continue after the employee acquires own accommodation ? :
 - b) If employee shifts to own accommodation is he / she eligible for HRA, if so how much ? :

(P.T.O.)

14. Disciplinary actions if any taken against the employee :

15. Any other information about the employee :

16. Salary Particulars as on

<u>Earnings</u>		<u>Deductions</u>	
Basic Pay	:	PF	:
DA	:	LIC	:
CCA	:	IT	:
HRA	:	VPF	:
Conveyance allowance	:	Repayment of PF Loans	:
Other allowance (to be specified)	:	Other deductions (to be specified)	:
1.		1.	
2.		2.	
3.		3.	
Gross Salary	_____	Total Deductions	_____

Net take home Salary Rs _____

17. Whether the job is transferable : Yes / No

18. We will deduct the monthly instalment to the loan from the salary of the employee and remit the same to you : Yes / No

19. We have no objection for your granting the Loan requested by the employee.

Signature
(Employer's)

Date :

Name of Signatory

Place :

Designation

Office Seal

Note :

1. Please note NOT to include any Reimbursement one-time allowance, arrears, Bonus etc.
2. If the space above is insufficient, information may be given on a separate sheet which should be attached to this form.
3. This certificate has to be issued by the drawing officer of the employee, wherever the drawing officer is the applicant for loan, this certificate has to be issued by his superior.