



LOAN FROM STAFF WELFARE FUND SCHEME

1	Name of the Employee	
2	Designation with Emp No./Dept./ Section	
3	Scale of Pay	
4	Name of the patient & Relationship (proof)	
5	Illness	
6	Since when ill & place where ill	
7	Bank account no. indicating the name of the Bank	
8	Whether applied earlier with date	
9	Residential Address	
10	Name & Designation of Medical Officer consulted	
11	Hospital/Dispensary attached	
12	Total Amount Claimed	
13	Total Number of Enclosures	

DECLARATION TO BE SIGNED BY THE MEMBER OF THE STAFF

I hereby declare that the statement made in this application are true to the best of my knowledge and belief and the loan is required for self/family members/close relatives(as per GOI definitions).

Date:

Signature of the applicant

Countersigned and certified that the claim:

- i) is genuine
- ii) is covered by the rules and orders on the subject
- iii) is supported by relevant documents.

CMO/HOS(Medical Section)

Deputy. Registrar (Admn.)

TERMS AND CONDITIONS FOR GRANT OF LOAN FOR MEDICAL TREATMENT FROM STAFF WELFARE FUND
SCHEME WHICH THE LOANEE MUST FULFILL AND ACCEPT.

1. The employee seeking loan must be a regular employee who has completed at least one year on the date of grant of the loan.
2. The application for such loan should be routed and recommended by HOS, Medical Section.
3. The rate of interest will be simple interest as per the Savings Bank Account of a nationalized bank.
4. The loan should be recovered from salary of the employee monthly commencing from the salary of the next month in which the loan is taken in not more than 24 equal installment as per rule laid down by the Central Government Advance Recovery Norms.
5. The Loanee must submit an Utilisation Certificate with supporting documents stating proper and bonafide use of the loan for which it is meant for.
6. Excess amount, if any, beyond expenditure on medical treatment and related expenditures is to be returned by the Loanee to the institute immediately and misuse of the loan will lead to recovery of the loan in one instalment from the salary with penalty of 10% interest on the original amount of loan.
7. The institute will be free to add or delete any terms and conditions and the Loanee will be required to accept the same.
8. The Loanee must give an undertaking on a stamp paper of Rs. 20/- for refund of the loan with interest within the stipulated period failing which the Institute will be free to recover the amount from any available fund/source of the Loanee lying with the Institute. In case the Loanee plans to leave the institute, he/she must repay the balance of loan with interest before leaving, failing which all effort to recover the same, if necessary, by writing to the future employer of the Loanee, will be made.