

Departmental Assessment (For Office Use only)

1. HR Department:

- a) Correctness of information:
- b) Behavior of borrower based upon last information available to Department:
- c) Risk of non repayment/adjustment : High / Low / Moderate:

(Signature of HR Dept)

2. Payroll & terminal benefit Department:

- d) Correctness of information:
- e) Behavior of borrower based upon last information available to Department:
- f) Risk of non repayment/adjustment : High / Low / Moderate:

(Signature of P & B Dept)

3. Finance Department:

- a. Net Amount per month:
- b. 60% of such:
- c. Other loan installment per month:
- d. (b-c) Maximum amount available for instalment payment
- e. Rate of interest:
- f. Installment comes as per our calculation:
- g. If $f > d$, amount of loan restricted to Rs.
- h. Other comments:

(Signature of finance Dept)

After process through the above loan proposal, I found the candidate is eligible for the loan amounting to Rs repayable in nos of installments @ Rs..... pm starting from the month of and ending on

(Approval from Finance Officer)

I hereby sanction the above loan based on the documentation done by the other department.

Sanction by Vice Chancellor

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ASSESSMENT REPORT OF THE BORROWER

1. Name & Employee code of the borrower:
2. Background of the borrower:
3. Department:
4. Job description:
5. HOD:
6. Type of employment: Contract/Permanent/Probation
7. Date of Joining:
8. Any adverse notice from HR or other department received (show cause or like details)
 - a.
 - b.
 - c.
9. PF contribution per month: Rs.
10. Net salary per month: Rs.
11. Salary Bank details:
12. Any other loan or advance taken from other bank (if yes, amount of installment):
13. No of installments wants to avail:
14. Purpose of loan:
15. Other (if any)

I Mr/Mrs/Miss/Dr..... s/d/w of
declare that all the above statement I made is true and best of my knowledge, any false declaration will automatically reject my loan application.

(Signature of the employee)

Forwarded through the Head of the Department : (Signature of the HoD):

Recommended by : Signature of Vice Chancellor