

**THE WEST BENGAL
STATE CO-OPERATIVE
BANK LTD.**

Regd. Office & Head Office
24A, WATERLOO STREET
KOLKATA - 700 069



TELEPHONES ; 2248-8491, 2248-8492,
2248-8692, 2248-0874

TELE-ADDRESS : "WBCOBANK"

Fax No.: 033-2248-8488/ 033-2248-1728

e-Mail : wbscb_ltd@hotmail.com

WEBSITE : www.wbscb.com

**RENEWAL/ENHANCEMENT
APPLICATION FOR STAFF OVERDRAFT LOAN
(For members of the Staff including Officers of the Bank only)**

To
The General Manager(P&D)/(O&B)/(Admn)
The Regional Manager
The West Bengal State Coop Bank Ltd
Branch/Office

Through:

Branch Manager/Manager.....Branch

DGM/AGM.....Section/ Department

Dear Sir,

I hereby apply for **Renewal / Enhancement** of Staff Overdraft Loan Limit of Rs..... (Rupees.....) only for further period of one year under Bank's Scheme of "**Clean OD Facility for the Officers and Staff**" of the Bank" for the purpose of.....

I shall abide by the Rules of the Bank for the issue of **Staff Overdraft Loans** and shall repay entire outstanding loan including interest thereon as per rules and as may be specified by the Bank.

Particulars:

1	Name of the Applicant (In block letter)	
2	Father's name/Husband's name	
3	Residential Address	
4	Designation	
5	Place of Posting	
6	Date of Appointment	
7	Date of Retirement	
8	O.D.A/c No. and Present O.D.Limit	
9	Limit Valid Upto	
10	Present Outstanding as on the date of Application.	

I hereby declare that the particulars and information furnished above are true and correct to the best of my knowledge and belief. I also undertake to abide by the rules of the staff overdraft limit of the Bank vide Circular No.HQ/MD/F-63/2212/60 dt21/08/06 as amended by the Bank from time to time.

Place:

Date:

Signature of the Applicant
(Name in Full)

Information to be furnished by Estb. Section.HO/Concerned Branch/Regional Office.

Particulars of the salary and deduction for the month of200.....in respect of
.....Designation.....posted at.....Branch.

A.

Sl No	GROSS SALARY		Sl No	DEDUCTION THERE AGAINST	
	Particulars	Amount		Particulars	Amount
1	Basic Pay		1	Provident Fund	
2	Dearness Allow.		2	LIC	
3	Spl. Allowances		3	Income Tax	
4	PQA		4	Co-op. Societies	
5	FPA		5	HBL Prin/Intt	
6	CCA		6	Festival Advance	
7	Other Allow.		7	Other Deductions	
	TOTAL			TOTAL	

NET SALARY : Rs.....

Type of Loan	Present Outstanding

B.(i) Status of other Loans/if any(H.B.Loan, Car Loan) :-
(Any other loan with the Bank as Staff or Outsider) :-

(ii) Default in Payment of interest in OD A/c,if any :-
(iii)Whether the limit exceeded and If so, give details with reason :-

(iv) Whether other loans(excluding H.B.Loan, Car Loan) stand duly adjusted with O.D.A/c. :-

Signature of the Authorised Officer/Branch/Regional Manager with Seal

TO BE FILLED BY THE PERSONAL DEPARTMENT/ADMINISTRATION DEPARTMENT

a) P.F. at credit as per last P/F statement for the year.....

b) Departmental Enquiry,if any.....

c) Placed under suspension.....

d) LWP for 365 days (Give details and present status).....

GM/DGM/AGM/OFFICER.....DEPARTMENT

FOR OFFICE USE ONLY(ELIGIBILITY COMPUTATION) :

Hence, Renewal/ Enhancement of Overdraft Limit of Rs.....(Rupees.....
.....) only may be sanctioned to Sri/Smt.

Date : Officer Loan Department(HO)/Officer.....Section.....Regional Office

Observation Recommendation of the AGM/DGM(F & FA)/(NF)/AGM.....Regional Office

Recommendation of the General Manager (O&B)/(P&D)/(ADMN.)/Regional Manager.....Region :

Placed in the meeting dated.....vide Agenda

Sanctioned in the meeting dated.....vide Resolution

No.....of the Loan And Recovery Committee/RLC.

No.....of the Loan And Recovery Committee/RLC..