

School of Aeronautics (Neemrana)

I-04, RIICO Industrial Area, Neemrana, Dist. Alwar, Rajasthan

(Approved by Director General of Civil Aviation, Govt. of India , All India Council for Technical Education, Ministry of HRD, Govt of India & Affiliated to Rajasthan Technical University. Kota, Rajasthan)

APPLICATION FOR LOAN

To,
The Director,
Laxmi Narain Verma Memorial Society,
New Delhi.

Sub: Application for _____ loan.

Dear Sir,

I Mr/Ms. _____ S/o / W/o / D/o Shri. _____ Resident
of _____

employee number _____, want to apply for loan of Rs. _____, in
words _____. I will get Rs. _____ deducted
from my salary every month wef _____.

I also undertake that during the period of tenure of my loan I will not take long leave (here long leave means any leave exceeding 7 days). I also undertake that I will not ask for any increment in my salary during the tenure of my loan period.

Thanking You,

Regards

Signature of Employee

Name: _____

Dated: _____

UNDERTAKING TO BE GIVEN BY OTHER PERMANENT EMPLOYEE FOR THE LOAN

I Mr. / Ms. _____ S/o / D/o / W/o / Mr. _____ undertake
that I will be responsible for for the loan taken by Mr./ Ms. _____, for its repayment,
in case loan amount has not been repayed, I will pay for him / her. My employment number is _____
and I am working since _____. I have not taken any loan from society.

Signature of Guarantor

Name of Guarantor _____

Dated: _____

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STATUS OF LOAN TAKEN FROM SOCIETY

S.No.	Loan Date	Amount	Clearance Date	Details of Deduction

Note : Total sanctionable loan on the availability of funds is 30% of annual salary.

Details of Post dated Cheques

S.No.	Cheque No.	Amount	Dated

For Office Use Only

Loan approved / Not approved

If approved, amount _____ Period of loan _____

Installment per month _____

Remarks

Signature of
loan sanctioning authority (1)
(Accounts Executive)

Signature of
loan sanctioning authority (2)
(Project Manager)

Signature of
loan sanctioning authority (3)
(Director)

Dated _____

Dated _____

Dated _____