



SIKKIM UNIVERSITY
APPLICATION FOR OBTAINING BANK LOAN

To be submitted up by the applicant along with the dully filled up loan application form

Employee's Name	
Employee's Designation	
Department/Branch	
Pay Scale/Pay band	
Type of loan and its purpose of applying	
Name of bank and Branch Where loan is proposed to be taken	
Loan applied for (Rs.)	
Name of bank and Branch where monthly salary is credited:	
Account number:	

I hereby certify that information furnished above is correct and authorize the University to deduct the outstanding amount of loan if any from my salary and other terminal benefits in the event of my failure to repay the loan due to any reason. I shall also not change the salary account till repayment of the loan is over and inform to the Authority about my outstanding loan if I decides to leave the University and submit certificate from the concerned bank to the satisfaction of the Authority before leaving this university. I shall also inform the University about sanction and release of loan by the bank

Date:

Signature of the employee

To be filled up by Establishment Branch

Certified that is a regular employee and serving in this University since . Her/his details have been recorded in the personnel file/service book/appropriate register. We may forward the application to Finance Officer for necessary action.

Dealing Assistant

AR (Estt.)

Registrar

To be filled up by Finance Branch

Salary account of is credited in bank account number maintained with and her/his salary will continue to be remitted in that account till no liability certificate from bank is obtained. Her/his loan application form may be signed.

Dealing Assistant (F)

Section Officer (F)

Finance Officer/DDO

Note: Please submit the application to the office of Registrar. Sikkim University will not take responsibility for deducting the EMI of loan from salary but the salary of the concerned employee will be credited in the specified account of the concerned bank from where loan is proposed to be taken.