

The Himachal Pradesh State Co operative
Agriculture & Rural Development Bank Ltd.

Kasumpti, Shimla - 171009

Loan Manual

or

Rules for issue of Loans



Approved by The Registrar, Cooperative Societies, Himachal Pradesh
Vide letter No. 5-07/97-Coop.(C&M)-Loose dated 07th January, 2015.

The H.P. State Co operative Agri. & Rural Dev. Bank Ltd.
Kasumpti, Shimla - 171009.

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No.5-07/97-Coop.(C&M)-Loose
Directorate of Cooperation
Himachal Pradesh.

To

The Managing Director,
H.P. State Cooperative Agri. & Rural Dev. Bank Ltd; Shimla-9.

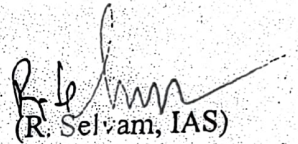
Dated Shimla-9, the 7th January, 2015.

Subject:- Regarding approval of "Loan Manual" of the Bank.

Memo:

Please refer to your letter No.SARDB/Loan./RCS/2014-6863 dated 23-12-2014 on the subject cited above.

In view of the recommendation made by the Board of Directors of the Bank vide Resolution No.26 and 16 dated 24-03-2014 and 28-11-2014 respectively, "Loan Manual" of the HPSCARDB as vetted by the NABARD, is hereby approved subject to the condition that there should be no violation of instructions/guidelines issued by NABARD/Reserve Bank of India in this regard.


(R. Selvam, IAS)

Registrar Cooperative Societies
Himachal Pradesh.



The Himachal Pradesh State Co operative Agriculture & Rural Development Bank Limited

Kasumpti, Shimla - 171009

Loan Manual or Rules for issue of Loans

Sr. No.	Proposed/New Insertion
1.	Short Title
	These shall be called "The Himachal Pradesh State Co operative Agriculture & Rural Development Bank Limited" and "The Kangra Co operative Primary Agriculture & Rural Development Bank Ltd. (KPARDB)" Issue of Loans/Rules.
2.	Definitions
	In these rules, unless there is anything repugnant to the extent or the subject:-
(i)	"State Bank" means The Himachal Pradesh State Co operative Agriculture & Rural Development Bank Ltd.
(ii)	"Primary Bank" means The Kangra Co operative Primary Agriculture & Rural Development Bank Ltd. (KPARDB).
(iii)	"Agent Bank" means The Himachal Pradesh State Co operative Bank Ltd., The Kangra Central Co operative Bank Ltd. And The Jogindra Central Co operative Bank Ltd. Or Any other Co operative/Commercial Bank appointed by the State Bank for this purpose from time to time with the approval of the Registrar, Co operative Societies, Himachal Pradesh.
(iv)	"Board" means the Board of Directors of the State Bank.

(v)	"Executive Committee" means the Executive Committee of the State Bank.
(vi)	"Managing Committee" means the Managing Committee of the Primary Bank.
(vii)	"Managing Director" means the Managing Director of the State Bank and Primary Bank.
(viii)	"General Manager" means the General Manager of the State Bank or the Primary Bank.
(ix)	"Any other Officer of the Bank" means the Deputy General Manager/Asstt. General Manager/Manager Loans of the State Bank or the Primary Bank.
(x)	"Loan Dealing Officer/Assistant" means the officer/Assistant immediate junior to Manager Loans posted in the Loan Section in the Head Office of the State Bank or the Primary Bank for scrutinizing the loan files received from the branches of the State Bank/Primary Bank.
(xi)	"Branch Manager" means the officer of the rank of Gr. - I, Gr. - II and Gr. - III, as the case may be or whatever designation is assigned by the State Bank from time to time, posted in the branches of the State Bank/Primary Bank.
(xii)	"Development Officer" means the officer immediate junior to Branch Manager, posted in the branches of the State Bank/Primary Bank.
(xiii)	"Recovery Supervisor" or "Executive Assistant" or any other nomenclature may be given by the Bank from time to time means the Clerical Cadre employee posted in the Head Office and in the branches of the State Bank/Primary Bank.
(xiv)	The word "Land" means the Land referred under clause (7) of the section 2 of the Himachal Pradesh Tenancy Act, 1972.
(xv)	"Applicant" means a member who has applied for loan from the State Bank/Primary Bank.
(xvi)	"Loan Application" means the application as prescribed by the Bank.
(xvii)	"Notice" means the notice u/s 15 of the Bank's Act, 1979.
(xviii)	"GPA" means the General Power of Attorney as defined in the Revenue Act and duly signed before the Executive Magistrate/Sub Registrar.
(xix)	"Mortgage Deed" means the agreement of mortgage of land between the applicant and the State Bank/Primary Bank as security for loan to the State

	Bank/Primary Bank and duly executed before competent authority.
(xx)	"Mutation" means the mutation of land in favour of the State Bank/Primary Bank made by the concerned revenue authorities/Tehsildar on the basis of mortgage deed.
(xxi)	"Loan Issued Receipt" means the receipt obtained by the Bank on prescribed format as a token of receiving the loan installment from the State Bank/Primary Bank by the applicant.
(xxii)	"Utilization Certificate" means the certificate to be obtained on prescribed proforma from the applicant regarding utilization of loan installment duly verified by the Branch Manager of the State Bank/Primary Bank.
(xxiii)	"Completion Certificate" means the certificate to be obtained on prescribed proforma from the applicant after completion of the unit/project duly verified by the Branch Manager of the State Bank/Primary Bank.
(xxiv)	"Hypothecation Deed" means the deed signed between the applicant and the State Bank/Primary Bank particularly in the loan cases of Vehicles, Farm Mechanization and Non Farm Sector's Units.
(xxv)	"Loan Movement Register" means the register/ledger maintained in the branches of the State Bank/Primary Bank for recording details of the loan case till the final installments of loan is issued to the applicant/applicants.
(xxvi)	For the purpose of these rules "Development Officer" shall include Gr. - I, Gr. II, Gr. - III officers and the Recovery Supervisor/Executive Assistant or such other designation is called or would be called in future who has put in at least five years on the post of Recovery Supervisor in the State Bank/Primary Bank.
(xxvii)	The job of scrutiny of the loan cases/files may be entrusted to Recovery Supervisor/Executive Assistant after providing them sufficient training of one week and completion of five years service as a Recovery Supervisor/Executive Assistant in the State Bank/Primary Bank. They will discharge their duty only in case the post of Branch Manager or other officer senior to Recovery Supervisor/Executive Assistant in the branches of State Bank/Primary Bank falls vacant due to their proceeding on leave or on transfer.
3.	Purposes of Loan
	The State Bank /Primary Bank may sanction loan for the purposes as defined in the Chapter II of The H.P. State Co operative Agriculture & Rural Development

Banks Act, 1979 and as may be notified by the competent authority under the Bank's Act in consultation with NABARD with the approval of Registrar Cooperative Societies HP.

The purposes of loans are divided in to three main categories as under;

- (A) Normal Loans
- (B) Schematic Loans
- (C) Non Farm Sector Loans.

(A) Normal Loans:-

They are divided in to two categories namely;

- (i) Productive Purposes
- (ii) Non Productive Purposes

(i) Productive Purposes:-

The following shall be covered under this category:-

- (a) Development & Improvement of land and method of cultivation.
- (b) Construction & repair of ordinary wells, tube wells and farm tanks.
- (c) Installation of pumps & other water lifting appliances.
- (d) Construction of Bunds.
- (e) Fencing of land against wild animals etc.
- (f) Raising of fruit plantation/nursery.
- (g) Reclamation of Banjar land.
- (h) Purchase & repair of tractor, its allied implements and other agricultural implements such as chaff cutter, Cain crusher, winnowing machine, Rice Husking equipments etc.
- (i) Construction of farm buildings i. e. Godown, cattle shed, tractor shed. It will not include residential purposes.
- (j) Such other purposes/works as the Board of the State Bank may determine to be improvements for the purpose of this clause from time to time with the approval of Registrar Cooperative Societies HP.
- (k) ~~Levelling & construction of surface under ground channels.~~
- (l) Agriculture implements such as engine, threshers, Grass cutting machines & other agri. equipments.

(ii) Non Productive Purposes/Loans:-

The following shall be covered under this category;

- (a) Redemption of Land
- (b) Purchase of Land

(a) Redemption of Land:-

Loans for this purpose shall be sanctioned by the State Bank & the Primary Bank as the case may be, subject to the condition that only such land be redeemed which are situated in the State of Himachal Pradesh provided after redeeming, the total holdings of the members does not exceed the " Permissible Area" allowed under the Himachal Pradesh Tenancy and Land Reforms Act 1972, ceiling Act or any other law on ceiling of land holding in force for the time being in the State. The loans

for this purpose shall be sanctioned only after ascertaining genuineness & proper application of prior debts is established beyond doubt.
The loans for redemption of land should not be sanctioned before the completion of at least two years from the date of mortgage of land with the prior mortgagee.

Liquidation of prior debts :-

It shall include debts which are due to co operative societies registered under The Himachal Pradesh Co operative Societies Act, 1968 against tangible security as permissible under the Himachal Pradesh State Co operative Agriculture & Rural Development Banks Act 1979.

(b) Purchase of Land :-

Loans for purchase of land purposes would be sanctioned subject to the following conditions;

- I The land to be purchased is agricultural land as defined in the Himachal Pradesh Tenancy & Land Reforms Act 1972 and is situated in the State of Himachal Pradesh.
- II The land to be purchased plus the land already held by the applicant does not exceed the prescribed ceiling of land holding under the relevant law made by the State Govt. from time to time.
- III The land being purchased shall be included in the hypotheca only if,
 - i. It is under the possession of applicant as a tenant or,
 - ii. If the applicant is related to the seller of land as son or daughter or son's son or daughter's son because in these cases, the suit for pre-emption does not lie against the land sold.
 - iii. No second non productive loan should be given simultaneously.

(B) Schematic Loans :-

The schematic loans are classified into two parts as under;

- (i) Fundamental Schemes
- (ii) Diversified schemes

(i) Fundamental Schemes :-

These include;

- (a) All Minor Irrigation Schemes
- (b) Soil Conservation Schemes
- (c) Land Leveling Schemes
- (d) Underground Channel Schemes
- (e) Tractor's Schemes
- (f) Thresher's Schemes



(ii) Diversified Schemes :-

These include;

- (a) Dairy Scheme
- (b) Poultry Scheme
- (c) Farm Mechanization

- (d) Farm Forestry Scheme
- (e) Fish Farming Scheme
- (f) Bee Keeping Scheme
- (g) Sheep/Goat Rearing
- (h) Piggery
- (i) Rabbit Rearing
- (j) Pack Animal
- (k) Bio Gas Plant ✓
- (l) Mushroom Cultivation
- (m) Flowericulture
- (n) Green House Scheme
- (o) Herbal medicinal Cultivation
- (p) Apple Plantation
- (q) Stone Fruit Plantation
- (r) All Horticultural Schemes
- (s) Poplar Plantation Schemes
- (t) Rejuvenation of old/ abandoned/fruit plantation/terraces.
- (u) Apple Grading & Packing Schemes
- (v) Rural Go down Schemes
- (w) Such other schemes as the Board of the State Bank may determine to be Schematic loans for the purpose of this clause from time to time in consultation with NABARD with the approval of Registrar Cooperative Societies HP.

(C) Non Farm Sector Schemes: -

The Non Farm Sector loans are classified in to following categories as under;

- (i) Manufacturing, processing, assembling & service activities.
- (ii) Small road transport operator. It shall include:
 - (a) Goods Carrier Vehicles/own vehicles
 - (b) Passengers Carrier Vehicles
 - (c) JCB/ Stone Crusher

These vehicles should be registered as carriage of goods/passengers purposes where ever required.

- (iii) All Cottage/Tiny Village Industries.
- (iv) Service sector schemes such as repair/renovation of Rural House and construction of Rural House.
- (v) Such other schemes as the Board of the State Bank may determine to be Non Farm Sector schemes for the purpose of this clause from time to time in consultation with NABARD and subject to approval of Registrar Cooperative Societies HP.

The State Bank & Primary Bank shall provide amount of loan admissible under these schemes as per the unit cost/amount of loan fixed under different schemes by the State Bank from time to time. The maximum period of loan under different schemes/purposes shall be specified by the Board of the State

Bank from time to time.

Application for loan & its Documents

The applicant shall apply for loan on the prescribed performa i. e. "Loan Application" addressed to the Managing Director of the State Bank/General Manager of the Primary Bank through concerned Branch Manager clearly mentioning therein loan purpose, loan amount to be raised and period along with following documents:-

Latest copy of Jamabandi and Khasra Girdawari duly signed with seal by the revenue authorities along with the latest copy of Sale Statistics of the revenue village in which the land falls. (Land security should consists of at least 40% of cultivated land out of the total land) 30%

Non encumbrance certificate from the village revenue officer/patwari concerned about the land offered for mortgage.

Identity Proof i. e. Identity Card with photo or PAN Card or Driving License/EPIC or Aadhaar Card.

No Dues Certificate or Affidavit in lieu of No Dues Certificates of other financing institutions/Banks on prescribed format.

Three passport size photographs.

Original Copy of GPA in case loanee/borrower has authorized someone else to execute loan documents etc.

DDO Undertaking from the concerned department on the prescribed format for Govt. employees.

ii) Project Report/Estimate along with Map and Tatima/Quotation, attested by authorized person in the loan proposals of the amount more than Rs. 1.00 lac or as may be decided by the Board of the State Bank from time to time.

Post dated cheques wherever required as per the repayment schedule of the Bank to ensure timely repayment of loan installments, duly filled in all respects by the applicant himself alongwith an affidavit on prescribed format.

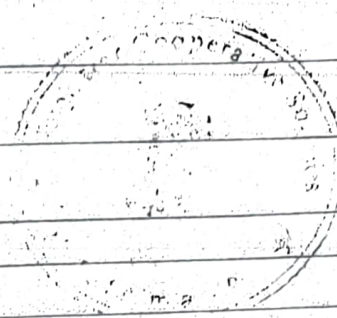
If the loan is for redemption of mortgage, copy of the mortgage deed attested by the Branch Manager of the State Bank/Primary Bank or by any competent authority designated by the State Bank.

The applicant along with prescribed documents shall deposit the membership, admission and processing fee as decided by the Board of the State Bank subject to prior approval of the Registrar Co operative Societies HP.

Such fee shall not be refundable except where the applicant withdraws his application or application is rejected on any technical grounds before any action

is taken about:-

- Verification of Encumbrance Certificate.
- Legal Opinion; or
- Inspection of the revenue record.
- Sanction of loan.



Scrutiny of Documents

On receipt of the loan application from the applicant, the Branch Manager of the State Bank/Primary Bank shall satisfy that:-

The applicant is a member of the State Bank/Primary Bank.

The purpose of loan is one of those as contained in the Section 3 of the Bank's Act 1979.

Or

Such other purposes which are approved under section 3 Clause (n) of the Bank's Act 1979 by the Board of the State Bank the Registrar Cooperative Societies HP.

The applicant has submitted the requisite documents as mentioned in the Rule No. 3 of Loan Manual.

The applicant has deposited the approved fee.

The Project is technically feasible and financially viable to generate the income of the applicant.

That the title of land offered for mortgage is clear, valuable and is adequate to secure the loan amount of the Bank with interest or costs etc.

Registration of loan proposal after preliminary/initial verification of documents;

If the Branch Manager of the State Bank/Primary Bank is satisfied that the above conditions have been fulfilled, he shall either enter himself or ask his subordinate to enter the loan application in the Loan Movement Register/Ledger by allotting the loan application number.

Thereafter, Branch Manager or authorized officer of the Bank shall issue the " Public Notice" u/s 15 of the Bank's Act, 1979 mentioning name & address of the applicant, purpose and period of loan and description of land along with the dispatch number etc. to the concerned Assistant Registrar Co operative Societies, Himachal Pradesh, the Tehsildar for pasting on their Notice Board and other share holders, if any for information.

* (6)

*

* (9)

After issue of the "Notice" u/s 15, the Branch Manager shall entrust the loan application along with other documents to the Development Officer/Executive Assistant/Recovery Supervisor as the case may be for scrutiny, spot verification, inspection of land at patwar circle, valuation of land and appraisal of project/unit as per the Lending Scheme and the Unit Cost decided/worked out by the Board of the State Bank with the consultation of NABARD from time to time.

Actions by the Branch Manager/Development Officer/ Executive Assistant.

Scrutiny of Loan Application

The Branch Manager/Development Officer/Executive Assistant shall ensure that

- The Loan Application is correctly filled in and all the required documents as per the Rule No. 3 of the Loan Manual/Procedure have been attached and no facts have been concealed by the applicant.
- Scrutiny of other documents attached with Loan Application as per the check list or prescribed format etc.
- Maintain the loan case/file etc. properly & pages of the file have been numbered and indexed.

Verification of revenue papers at Patwar Circle.

The Branch Manager/Development Officer/Executive Assistant shall visit the patwar circle of the applicant and shall take notice of the following facts:-

- To verify the documents /revenue records submitted by the applicant with Jamabandi Register/Mutation Register etc. up to his satisfaction and record/certify it in his report. He/She shall also certify any note made in remarks column of Jamabandi/Mutation Register with regard to any transaction in the land offered for mortgage by the applicant.
- To record required Sale Statistics of revenue village where the land is situated or of adjacent revenue village with Hadbast No. and note of concerned patwari to the effect that no land was sold in actual revenue village during last one year with seal and signature.

- To verify the status of nearness of the fields to the village and distance of the land from the roads (National Highway/State Highway/Other roads).
- To verify whether the land is lying fallow or something is sown. In case it is sown, the kind and conditions of the crops with the help of Khasra Girdawari.
- To verify the local names of the fields & tally these names with the names mentioned in the Jamabandi.
- To verify the kind of land whether it is Kalahoo, Bakhal, Karyali, Ghasni or some others.

Spot Verification by the Branch Manager/Development Officer/ Executive Assistant

After verification of revenue record at patwar circle, the Branch Manager/Development Officer/ Executive Assistant as the case may be shall visit the native/revenue villages of the applicant for spot verification of land. He shall take note of land with regard to its possession/cultivation etc. He shall ascertain the social and financial status of the applicant from Panchayat representatives etc. and record following status vis - a - vis land and applicant:-

- Status of possession and cultivated/non cultivated nature of land.
- Social or financial status/reputation of the applicant ascertained from reputed persons/representatives of social bodies/Panchayat etc.
- Distance of land from stream/river passing within its vicinity and record any danger to the land from floods etc. which occurred in the past.
- Details of boundaries of undivided land offered as security.
- Statements of co-sharer/co- share holders with the loan case.
- Verification of declaration of land distance shown by the applicant in his /her affidavit.
- Spot verification of unit site or proposed work to be done and its status.

(8) Valuation of Land

After verification of spot, the Branch Manager/Development Officer/Executive Assistant shall proceed with the valuation of land. The value of the particular land should be determined from the sale statistics of land attached with the other revenue papers issued by the revenue authorities/State Government from time to time as under:

In case the requisite sale statistic of a particular revenue village where the land is situated are not available or no sale or purchase have been made; the Branch Manager/Development Officer/ Executive Assistant as the case may be, shall adopt the value/sale statistics of the land of adjacent revenue village.

The Branch Manager or other officers shall ensure that the revenue village in which the sold land falls has its Hadbast Number and the note of patwari concerned to the extent that no land was sold in actual revenue village under his seal and signature has appeared on it.

If the kind of land has changed from Bakhal to Kalahoo or vice-versa, the value should be determined with reference to the sale statistics of land similar to the changed condition in adjacent/nearby revenue village.

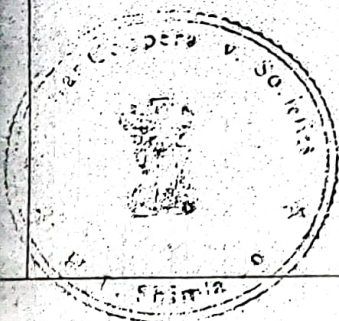
Loans for improvement purposes as are specified under section 3 of the H.P. Co operative Land Development Banks Act, 1979 and also those which are approved as such by the Board from time to time with the advice of NABARD.

Rules for issue of loans would be allowed to the extent of 50% of the one year sale statistics against dry land, 60% against half irrigated land and 75% against fully wet/irrigated land and also land having orchards.

Loans for redemption of debts would be permitted to the extent of 40% of one year sale statistics against dry land and 50% against wet/irrigated land and land having orchards.

For purchase of land to the extent of 40% to 50% of one year sale statistics in respect of dry/wet land in the locality in which the land is proposed to be purchased by the applicant or that of actual purchase price of the land whichever is less.

The system of valuation of land on the basis of multiples of land revenue will be adopted only when the kind wise value of land has not been worked out by the patwari/other revenue authorities concerned. Before adopting this revised system of the valuation of land on the basis of multiples, the Branch Manager/Development Officer/Executive Assistant must keep in view the market rate prevalent in that chak/revenue village to safeguard against losses at the time of sale in case of default. The market rate may be arrived at by the Branch Manager/Development Officer/Executive Assistant either by the local inquiries at the spot or from the patwari on the basis of average of sale of preceding one year.



Some other important factors

After completing the process of scrutiny of loan application, verification of revenue papers at patwar circle, spot verification of land, details about the applicant and valuation of land, the Branch Manager/Development Officer/Executive Assistant shall satisfy himself that:

The land offered as security is out of the permissible area reserve under any Act in force in the State (Himachal Pradesh) and that it is one or more of the following kinds:

- Kajahoo - provided the land is under cultivation.
- Bakhal - continuously for three crops of sowing has been done atleast one crop.
- Ghasni - Grazing per year during the preceding three years grounds excluding Gair mumkin lands.

When the eligibility of loan determined on the basis of average sale statistics falls short to the loan requirement in the case, especially in the loan case of vehicles and tractors, then up to the extent of 20% of the total cost of the machinery can be added to the value of land offered as security.

The period of loan repayment shall be the same as approved by the Board of Directors from time to time in consultation with NABARD.

0. Appraisal (Borrower & Loan)

(a) Borrower Appraisal

After valuation of land, the Branch Manager/Dev. Officer/Executive Asstt. will make the appraisal of the borrower keeping in view the following 5 'Cs':-

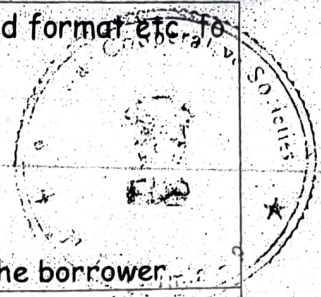
- **Character**/general reputation of the borrower
- **Capability**/having skill to set up proposed unit/infrastructure of the borrower
- **Capacity** of loan repayment & assessment of credit worthiness/past track record of the borrower
- **Condition** i.e. Economic & Social condition of the borrower
- **Collateral** security (movable or immovable of the borrower offered as security)

(b) Technical Appraisal of Loan Application

The appraisal of loan shall be made by the Branch Manager/Dev. Officer/Executive Assistant in following manner:

- Scrutiny of application to ensure that it is filled completely in all respect as prescribed

- Scrutiny of loan documents as per the rule and prescribed format etc. to detect any false or fabricated documents
- Verification report from revenue record
- Verification of spot inspection report
- Verification of assessment of value of Land as per rules
- Viability and feasibility report of the project/unit
- Loan utilization and likely improvement in the income of the borrower



Submission of the loan file to the Branch Manager.

The whole process of scrutiny, spot verification, appraisal of loan will be completed by the Branch Manager with in the maximum period of 7 days. After completing the above mentioned process, the Branch Manager shall specify in his recommendation in accordance with the norms or instructions issued from time to time by the Executive Committee/ Head Office, the sector under which the loan was considered, period of loan, rate of interest and the period after which the repayment of installments towards loan would commence. He shall return the loan file to the Branch Manager.

Note: - If there is no Development Officer posted in the branch office of the State Bank/Primary Bank or the Recovery Supervisor/Executive Assistant is not eligible for scrutinizing the loan case, the whole process of scrutiny, valuation of land and appraisal of borrower/ loan shall be completed by the authorized In charge of branch or the Branch Manager himself.

Branch Manager shall ensure that the whole process of scrutiny of loan, verification, inspection & valuation etc. and recommendation thereof has been given in accordance with the instructions mentioned in the Loan Manual/Procedure. For any violation of the instructions issued by the Head Office from time to time on the matter shall make the Branch Manager liable for strict disciplinary action alongwith other concerned officials dealing with loan case file.

The Branch Manager shall submit complete loan file to the next higher authorities for sanction alongwith his recommendations.
The loan case within his/her competence (i. e. Branch Manager) shall be sanctioned by him/her at branch level under intimation to Head Quarter/Managing Director.

If the Branch Manager has the power to sanction the loan case then he shall submit the loan file to specified Legal Advisor for taking legal opinion. After taking legal opinion, the Branch Manager shall sanction the loan case on prescribed format and maintain a datewise and casewise Register recording the cases sanctioned at branch office level.

If the loan cases to be sanctioned at Head Office, the Branch Manager shall forward the same to Head Office with his/her recommendations for further

necessary action and shall maintain record of such cases at branch office level.

Procedure at State Bank/Primary Bank level;

At Head Office level, the following procedure shall be adhered to;

(a) By Loan Dealing Officer:-

- (i) Loan dealing officer/Assistant shall enter the loan case in the register/ledger maintained in this regard
- (ii) As per check list/Loan rule manual he shall ensure the scrutiny of requisite documents of loan case.
- (iii) Check recommendations of Branch Manager with regard to loan amount, security, scheme/purpose, appraisal, valuation, period of loan and rate of interest on loan etc.

(b) By Manager Loans:-

- (i) Ensure adherence to section 3 of Chapter II of The H.P. State Co operative Agri. & Rural Dev. Bank' Act 1979 regarding purpose of loan.
- (ii) To submit loan case file with his/her comments to designated Legal Advisor of the Bank for legal scrutiny or opinion.
- (iii) To re- appraise or assess the loan proposal with regard to loan amount, valuation and quality of security or extent of land etc.

Legal opinion

The Legal Advisor of the Bank shall give his opinion on the following:

- (i) About the title of the land.
- (ii) Rights of applicants to each of the items of property offered as security.
- (iii) Details as to who have an interest in hypotheca and who, in consequent, have to join the applicant in the execution of mortgage deed.
- (iv) Any other specified legal opinion sought on file by the Bank.
- (v) To determine encumbrances on the hypotheca if any, except to be those sought to be discharged by loan applied for.

In case where the minors are involved and the loan applied for is for liquidation of old debts, it must be made out how the debts sought to be discharged are binding on them.

4. Recommendation By Manager Loan

After obtaining the legal opinion, the Manager Loan shall give his recommendations especially on following aspects of loan:

- (i) Whether the loan case has been recommended by the Branch Manager in accordance with the laid down guidelines/instructions/procedure or not?
- (ii) The case is complete in all respect and in the interest of loanee as well as Bank.
- (iii) The security, its valuation and eligibility of loan has been made as per rules & norms of the Bank.
- (iv) The recommendations shall be made by Loan In charge/Branch

Manager to the General Manager/Deputy General Manager/Assistant General Manager, as the case may be, for sanction or for any deficiency to be fulfilled or rectified in loan case by detecting such deficiencies or shortcomings in the loan case in consultation with his superior authority.

Recommendation/Report by the General Manager

The General Manager will ensure submission of loan case complete in all respect alongwith his specific recommendations to the Managing Director/Executive Committee as the case may be for sanction etc.

The General Manager shall also be responsible for preparation of complete loan cases details and briefs etc. to be placed before the Executive Committee/Managing Director for sanction.

The General Manager shall ensure quick response to the queries of higher authorities on loan case file to satisfy them accordingly.

No file shall be placed before the Executive Committee until it is recommended by the Managing Director of the Bank or in his absence by the General Manager.

After the final recommendation by the Managing Director, the General Manager with the assistance of Loan Dealing Officer/Assistant shall prepare branch wise and scheme wise list of loan files on prescribed format for placing the same before the Executive Committee of the State Bank for sanction.

At Primary Bank Level

In Primary Bank, the same procedure of scrutiny of application, spot verification, valuation of land and appraisal of loan shall be adopted/ followed and before placing the loan file in Managing Committee. The final recommendation in the loan cases/files will be given by the General Manager of the Primary Bank.

Drawl of loan by the Primary Bank from the State Bank:

Primary Bank shall secure the compliance of Loan Sanction Order disbursed the loans to concerned borrowers with out making reference of the State Bank. In order to make such disbursement, the State Bank shall credit the loan sanctioned amount in the Bank account of the Primary Bank accordingly as per schemes/proposals of refinance assistance.

Provided that the Primary Bank has deposited the share money as prescribed from time to time by the State Bank.

While making application for availing loan/refinance from the State Bank, the Primary Bank shall supply the following documents to the State Bank:

- (i) Copy of Resolution of the Managing Committee of the Primary Bank.
- (ii) A/c wise, scheme wise & Distt. wise proposals of loans disbursed by the Primary Bank.
- (iii) Certificate of the periodicity of the loans issued to the borrowers.
- (iv) Agreement/Mortgage Deed along with the payment receipts.
- (v) Any other documents/report that may be required by the State Bank

from time to time.

The loan proposals received from the Primary Bank shall be scrutinized along with other requisite documents by the General Manager of the State Bank with the assistance of Manager Loans/Loan Dealing Officer to ensure its correctness & submitted to the Managing Director for further action along with their verification report.

The Managing Director will release the loan amount to the Primary Bank only if he is satisfied about the correctness of the documents mentioned above and with in the maximum credit limit of the Primary Bank fixed for the purpose, if any.

The loans issued to the Primary Bank shall be ratified/ approved by the Board of the State Bank in its ensuing meeting from time to time.

If in the opinion of the Executive Committee or authority authorized in this behalf by it, the loan case is satisfactory; then the Executive Committee or the authority authorized by it may sanction the loan. The Executive Committee can also decide to conduct the spot inspection where it is deemed necessary and shall direct the senior officer of the Bank to conduct such inspection before sanction or after sanctioning the loan case.

After sanction of loan by the Executive Committee/Managing Director of the Bank, as the case may be, the Loan Dealing Officer shall prepare and complete the loan case file under the supervision of Manager Loans specifying therein, the decision of the Executive Committee/ Managing Director, terms and conditions of loan sanction stipulated by the Bank authorities and also specifying the documentation to be completed before release of the amount of installment etc.

The Manager Loans/Loan Dealing Officer shall prepare branch wise forwarding letters of sanctioned loan cases and submit these files for dispatch to concerned branches.

18. Procedure at Branch level

The following procedure at branch level for sanction of loan within its competence and sanctioned loans from Head Office shall be followed:-

(a) For sanction of loans:-

- (i) The similar procedure shall be adopted by the Branch Manager for scrutiny, documentation, appraisal, spot visit, valuation of security and sanction of loan etc. within its competence, as prescribed under Rule 3 of these Rules.
- (ii) The Branch Manager shall ensure to enter every loan application/case received in the branch in Loan Movement Register and thereafter the sanctioned loan cases in Loan Sanction Register.

(b) For sanctioned loan cases:-

- (i) The Branch Manager after receiving sanctioned loan files from Head Office, shall issue the Loan Sanction Letter alongwith complete repayment schedule of loan to the applicant/borrower on prescribe format specifying therein the loan terms & conditions and information regarding completion of further required documentations etc.
- (ii) The Branch Manager shall ensure completion legal documentation i. e. Mortgage Deed/Hypothecation Deed etc. as the case may be in duplicate and submit it for registration to concerned Sub Registrar of the Tehsil through forwarding letter or personally or through applicant in proper receipt/acknowledgement of receipt. The entry of dispatch of Mortgage Deed for registration shall be made in dispatch Register by the Branch Manager/Officials of the branch.
- (iii) The Branch Manager shall ensure to complete the specimen of an affidavit or mutation letter to be handed over to the applicant under proper receipt for attestation of mutation in favour of the Bank in revenue record.

Loan Disbursement:-

(I) Before making the payment of loan to the applicant, Branch Manager shall ensure that;

- (i) The applicant has submitted the original copy of Mortgage Deed, Photo copy of an affidavit executed before Executive Magistrate and fresh farad Jamabandi mentioning the entry of mutation No., date of attestation, amount of loan and the name of the Bank in the remarks column.
- (ii) The applicant has deposited the additional share as decided by the Board of Directors/General Body of the Bank from time to time.
- (iii) The applicant has deposited the down payments (Margin money) in the loan cases of vehicles, farm mechanization and machineries of Non Farm Sector's units where the payments is required to make directly to the authorized dealer/seller as per the quotation attached.
- (iv) The applicant has signed the Hypothecation Deed and authority letter with the Bank.
- (v) The applicant has completed /fulfilled such other conditions laid down by the Executive Committee/Managing Director during the sanction of loan.

(II) Process during the payment of loan;

After completing all the codal formalities by the applicant, the Branch Manager shall make the payment receipt in triplicate by obtaining the signature of applicant on it in the presence of two witnesses and further verification by him. While making the payment of loan Branch Manager shall ensure that;

- (i) In the loan case sanctioned upto Rs. 5.00 lac except Rural Housing Scheme, the payment shall be made in two installments in the ratio of 60% as 1st installment and 40% as 2nd installment provided that if loan case is sanctioned up to Rs. 50000/- only, then Branch Manager may release the payment to the borrower in one installment subject to his satisfaction of utilization.
- (ii) In the loan cases sanctioned for more than Rs. 5.00 lac, the payment shall be made in three installments in the ratio of 40%, 30% and 30% respectively.
- (iii) In the loan cases of SRTO, Farm Mechanization and other machinery, the payment shall be made directly to the authorized dealer at one go as per the quotations attached with the loan file. Branch Manager must ensure obtaining the receipts of the payments alongwith bills in original and also must ensure that the assets so created are hypothecated with the Bank.
- (iv) In the loan cases where the project report has been attached, the payments of loan shall be made as specified in the project or the progress of the work.
- (v) In the loan cases of Construction of Rural Houses under Rural Housing Scheme, the payment shall be made in the ratio of 20%, 20%, 30% & 30% respectively as mentioned in the ibid scheme. In House repair cases, the loan installments shall be released in the ratio of 60% & 40%.

(III) : Process during payments & after payments

During payments of loan installments and after making the payments of all loan installments, the following points must be kept in mind:

- (i) The Branch Manager shall ensure spot inspection after release of every installment or before release of next installment to check its utilization to his/her satisfaction and for the purpose it was released.
- (ii) The borrower/loanee shall submit the utilization certificate of each installment which shall be duly verified/ authenticated by the Branch Manager or authorized officials of the Bank.
- (iii) The next installment shall be released only after submission of utilization certificate duly verified by Bank officers/officials.
- (iv) The Branch Manager shall obtained completion certificate after completion of unit/project from applicant after 15 days of release of last installment. The Branch Manager shall ensure spot verification of completion certificate to avoid any misutilization of loan.

Fixation of loan Installments for repayment:-

After obtaining the completion certificate from the borrower, the Branch Manager shall proceed for fixation of date of loan installment keeping in mind the date/period of loan disbursed in following manner:

- (a) Repayment of loans shall be made in equated installments as Discussed under or to be fixed by the Board/Executive Committee from time to time;
- (i) In case where the annual demand is raised, the installment for repayment should be raised after a period of 9 months & before 15 months of disbursement of loan.
- (ii) In case where the demand is raised on half yearly basis, the loan installment for repayment should be raised after 4 months and before 9 months.
- (b) In case of Rural Housing Scheme, Construction of Hotels/Shopping Complexes, the moratorium/grace period of 18 months for repayment of principal will be provided. However, the demand of interest will be fixed as per rule a (ii) mentioned above.
- (c) In case of the repayment of fruit & tea plantation, the following methods will be adopted:
 - (i) In case of Apple orchard, the demand of interest shall be collected on annual basis for first 7 years and thereafter, the equated annual installment for next 8 years shall be fixed for repayment of loans.
 - (ii) In case of Plums, Peaches, Apricots & Tea Plantation, the demand of interest shall be collected on annual basis for first 5 years and thereafter, the equated annual installment for next 10 years shall be fixed for repayment of loans.

1. Fixation of Date of installments under Special Schemes:

The fixation of date of installment under NABARD special schemes are to be decided according to the conditions laid down by NABARD from time to time.

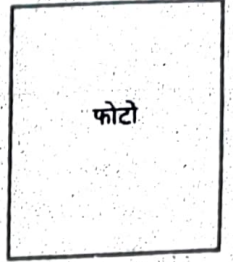
In case, a borrower fails to take the entire loan installments within 6 months in the cases of Farm Sector's schemes & within 15 months in the loan cases of Rural Houses, Hotels/Shopping Complexes from the date of release of 1st installment, the amount shall be recalled and the loan shall stand cancelled. The Managing Director/General Manager/Deputy General Manager/Asstt. General Manager may allow the disbursement of the amount up to 12 months in special circumstances in Farm Sector's schemes and 24 months in Hotels/Shopping Complexes after receiving the application from the borrower with relevant reason and further recommended by the Branch Manager of the State Bank/Primary Bank.

Not required for future as now the mortgage deed is registered on the same day. Moreover Branch Manager shall ensure that no payment shall be made until the mutation of the mortgaged land is not attested in favour of the Bank.

That when co-sharer/s in a joint holding exclusively possess definite Khasra

अंश प्रार्थना पत्र

कार्यालय में प्रयोग के लिए
 नया अंश मु०.....
 अतिरिक्त अंश मु०.....
 रसीद न०.....
 दिनांक.....
 शाखा सदस्य सं० न०.....
 अनुमोदित किया.....
 बाऊचर पास दिनांक.....



सेवा में,

प्रबन्ध निदेशक,
 हिमाचल प्रदेश राज्य सहकारी कृषि एवम् ग्रामीण विकास बैंक सीमित,
 कसुम्पटी, शिमला - 171009.

बैंक सदस्यता प्राप्त करने के लिए आवेदन पत्र

श्रीमान्

मैं आपके बैंक के..... अंश खरीदना चाहता हूँ।
 अतः आपसे अनुरोध है कि मुझे बैंक के सदस्य के रूप में प्रवेश प्रदान किया जाए। मैं बैंक के अधिनियमों का पालन करने का आश्वासन देता हूँ।

- (1) नाम श्री/श्रीमती.....
 (2) पिता/पति का नाम.....
 (3) व्यवसाय..... (4) आयु..... वर्ष (5) जाति.....
 (6) पता.....
 (7) आवेदक का गांव जहां भूमि स्थित है का नाम.....
 मैं श्री..... पुत्र श्री/पत्नी श्री.....
 जिसकी उम्र..... वर्ष, गाव..... डा०..... तह०..... जिला.....
 को अपना उत्तराधिकारी नियुक्त करता हूँ।

मैं घोषणा करता हूँ कि मैंने कभी भी दिवालियापन के लिए आवेदन नहीं दिया और न ही मुझे इसके अन्तर्गत घोषित किया गया है और यह भी घोषणा करता हूँ कि मुझे बेईमानी और अनैतिकता के जुर्म में कभी भी दण्ड नहीं हुआ।

यह भी घोषणा करता हूँ कि मैं गत 6 महीने से हिमाचल प्रदेश का निवासी हूँ।

प्रार्थी

दिनांक.....
 1.
 2.

प्रमाणित
 शाखा कार्यालय अधिकारी

ऋण प्रार्थना पत्र

सेवा में,

श्रीमान प्रबन्ध निदेशक/ महाप्रबन्धक/ शाखा प्रबन्धक
दि हिमाचल प्रदेश
राज्य सहकारी कृषि एवम् ग्रामीण विकास बैंक सीमित,
कसुम्पटी, शिमला - 171009

श्रीमान जी,

सविनय निवेदन है कि मुबलिंग _____ ऋण निम्नलिखित सम्पत्ति
को रहन रखकर _____ के लिए
स्वीकृत करें।

1. प्रार्थी का नाम _____ सुपुत्र/सुपुत्री _____
गांव _____ डा. _____ तहसील _____ जिला _____
आपु _____ परिवार के सदस्यों की संख्या बालिंग नाबालिंग _____
अनुसूचित जाति/जनजाति या अन्य वर्ग जिससे सम्बन्ध रखता है _____
नाम पटवार वृत्त _____ व्यवसाय _____

2. कुल भूमि सम्पत्ति व रहन रखवाने के लिए दी जाने वाली भूमि का विवरण :-

	मौजा	खाता खतौनी नं.	कुल रकबा सिंचित/जसिंचित	पैतुक/स्वयं अर्जित	प्रार्थी का नाम यदि भागीदार हो
क.	कुल भूमि सम्पत्ति				
ख.	विनियोग से लाभान्वित भूमि				
ग.	प्रतिभूमि के लिए भूमि प्रस्तुत				

3. प्रस्तावित विनियोगों का विवरण :-

क ख	ऋण का उद्देश्य	विनियोगों का अनुमानित मूल्य	वांछित ऋण राशि

Index Sheet To Loan Application

The Himachal Pradesh

State Co-op. Agriculture & Rural Development Bank Ltd;

1. (a) Loan Application No. _____ (b) Admission No. _____ L.F. _____
2. Name and full address of the applicant _____

3. Date of receipt of the application by the office _____
4. Date of forwarding the application to L.V.O. _____
5. Date of return from the L.V.O. _____
6. Date of verification by the Legal Advisor _____
7. Date of reference to Director _____
8. Date of receipt from Directors _____
9. Date of Disposal by Executive Committee 1. _____
10. Date of issue of Loan Sanction order with amount sanctioned. 2. _____
11. (a) Date of execution of Mortgage Deed _____
(b) Date of registration of Mortgage Deed _____ Document _____
12. Date of receipt of additional Shares if any :-
1. _____ Rs. _____ Date _____ Receipt No. _____ on _____
2. _____ Rs. _____ on _____
3. _____ Rs. _____ on _____
4. _____ Rs. _____ on _____
13. Date of Receipt of second E.C. or Farad Jamabandi _____
14. Date of verification of mutation attested in favour of the Bank _____
15. Date of disbursement of loan
1. Rs. _____ on _____ for _____
2. Rs. _____ on _____ for _____
3. Rs. _____ on _____ for _____
4. Rs. _____ on _____ for _____
16. Date of handing over the mortgage deeds to R.C.S. _____
17. Remarks _____

18. Deed Prepared by Shri _____
19. Deed Checked by Shri _____

Affidavit

I/We S/o, D/o, W/o Sh.
/o Village P.O. Tehsil
Distt. HP, do here by declares/declares as under;

- 1 That I/We have applied for a loan of Rs. Rs. (in words) in The HP State Co operative Agri. & Rural Dev. Bank Ltd. B.O. Distt., HP.
- 2 That I/We have not availed any kind of loan from any financial institutions/Nationalized or Cooperative Banks/Co-operative Societies/Khadi Board/Industries Deptt. /SC&ST Corporation etc.
- 3 That I/We am/are not the defaulter/defaulters to any banks, financial institutions and other departments etc.
- 4 That the land offered by me/us for raising the said loan comprising of KK No. Khasra No. Measuring Hc. (..... bigha Biswa) situated in revenue village/villoges under Patwar Circle in Tehsil Distt. HP. Is free from any encumbrance and is situated on or away approximately meters from National High Way/State High Way/ Other road.
- 5 That I am furnishing the documents as per requirement of Bank & the same are either original or its copies and the Bank has every right to verify its correctness & genuiness at any stage.



Deponent

Verification

I/We, the above deponent/deponents do here by verify that the contents of my/our above declaration are true and correct to the best of my/our knowledge and belief & no part of it is false and nothing material has been concealed there from.

Declared and verified at on

Deponent

Affidavit

I, s/o, w/o, D/o aged R/o
Village Post Office Tehsil District
..... HP do hereby solemnly affirm and declare as under;

(i) That I am raising a loan of Rs. (Rs.)
only from The H.P. State Co operative Agri. & Rural Dev. Bank Ltd.
through its Branch Office for the purpose of
..... for a period of yrs.

(ii) That in order to ensure the timely repayment of installments of the
above loan, I hereby deposit Cheques of my SB A/c No.
..... lying with (Bank) in favour of The H.P. State Co
Operative Agri. & Rural Dev. Bank Ltd. as per the detail given below;

Sr. No.	Cheque No.	Amount	Due Date
1
2
3
4
5
6
7
8
9
10

(iii) That the above cheques are being deposited by me voluntarily and in
case of their dishonour, I shall be solely responsible.

Deponent.

Declaration:-

I, s/o, w/o, D/o hereby declare that the above
statement is given by me in sound state and is true to the best of my knowledge and
belief and nothing has been concealed there to.

Deponent.

The H.P. State Co-operative Agri. & Rural Dev. Bank Ltd.
Kasumpti, Shimla - 171009.

Dated:

No. SARDB/Loan/.....

PUBLIC NOTICE

It is hereby notified under Section 15 of the Himachal Pradesh Co-operative Agriculture and Rural Development Bank's Act of 1979, read with Rule 4 of the Himachal Pradesh Co-operative Agriculture and Rural Development Bank's Rules 1990, made there under that an application for loan under Section 3 of the said Act has been received by this Bank which is under consideration. The particulars of the application are as under:-

1. Name of the applicant
2. Address of the applicant
3. The amount of loan applied for
4. Purpose of loan
5. Land purposed to be mortgaged as mentioned in the latest entries of the revenue record:
Khata Khatauni No. Khasra No. plots
..... measuring Hc. (..... bigha biswa) situated in revenue
village Tehsil Distt. HP.

Objection, if any, thereon be presented in person by the person/s having or claiming interest in the above property on (dated) at (hours) in the office of the Bank (at place) to the undersigned, who will hear and decide such objections.

If such interested person/s fails/fail to present his/their objection as such, the questions at issue shall be decided in his/their absence and such person will have no claim against the property for which the loan applied for will be sanctioned till such time as the loan with interest or any other dues arising out of the loan are paid in full by the loanee. An objection may be rejected outright, if the objection in ex-facio designed to delay unnecessary the loan case.

Issued this day of year

By order and on behalf of
The Himachal Pradesh State Co-operative
Agriculture and Rural Development Bank Ltd.,
Shimla

PRINCIPAL OFFICER
(Designation)

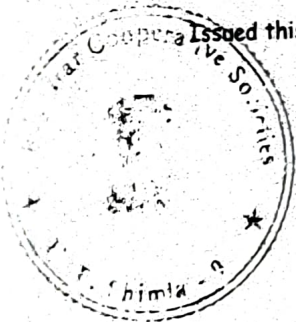
Dated

Endst. No.: SARDB/Loans/.....

Copy to :-

1. Incharge, The H.P. State Co-operative Agriculture and Rural Development Bank Ltd., for pasting on the Bank Notice Board and to affixing a copy of the Notice at some conspicuous part of land, building residence or place of business to which the Gehan or Mortgage or Hypothecation relates at least **Seven Days** before the date fixed for hearing objection/s.
2. The Asstt. Registrar, Co-operative Societies For pasting on his Notice Board.
3. The Tehsildar, Tehsil District (Himachal Pradesh) for pasting on his Notice Board.

PRINCIPAL OFFICER
(Designation)



The Himachal Pradesh State Co operative Agri. & Rural Dev. Bank Limited
Kasumpti, Shimla - 171009

Loan Appraisal Report

Branch Office:

1. (i) Loan Application No.
(ii) Admission No.

2. Name of the applicant/applicants

- (i) Sh./Smt.
(ii) Sh./Smt.
(iii) Sh./Smt.
(iv) Sh./Smt.
(v) Sh./Smt.

R/o Vill. Post Office

Tehsil Distt. HP

Self & through General Power of Attorney to:

Sh./Smt.

Village Post Office

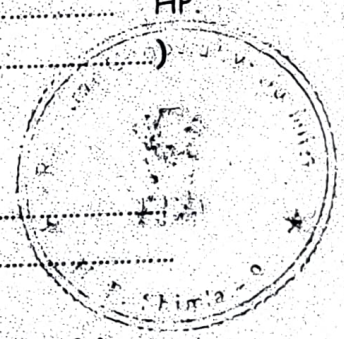
Tehsil Distt. HP

3. (i) Amount applied: Rs. (Rs.)
only

4. (i) Purpose:
(ii) Period: (iii) Rate of Interest:

5. (i) Detailed description of estimated cost of the purpose of loan:
Purposes Amount

- (a)
(b)
(c)
(d)
(e)



(ii) Amount mentioned in the quotation if the machinery or any spare parts are to be purchased:

(iii) Name of the authorized dealer

(iv) Details of any other liabilities of the applicant/applicants if any:

.....
.....
.....
.....

6. Some important factors about the loan proposal:

Sr. No.	Particulars	Yes/No
(i)	Whether the applicant/applicants is/are a member of The State Bank/Primary Bank
(ii)	Whether the purpose is one of those as contained in Section 3 of the Bank's Act, 1979
(iii)	Whether the requisite documents as mentioned in Rule No. 3 of Loan Manual have been attached
(iv)	Whether the approved fee has been deposited by the applicant/applicants
(v)	Whether the title of the land offered for mortgage is clear

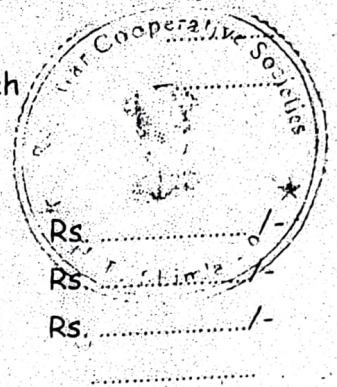


8. Inspection of revenue papers at Patwar Circle:-

Sr. No.	Particulars	Yes/No
(i)	Whether the revenue papers submitted by the applicant/ applicants have been tallied with the Jamabandi Register
(ii)	Whether any latest transaction about the land offered for mortgage has been made in Mutation Register or Daily Report Register

9. Spot verification of land & proposed unit:-

(i)	Status of possession and cultivated/non cultivated nature of land
(ii)	Distance of land from stream/river if any passing within its vicinity
(iii)	Name and condition of the crops sown in the land
(iv)	Distance of land from NH/SH/Other road
(v)	Status of place where the proposed work is to be Done
(vi)	Distance of place/revenue village from branch



10. Valuation of land offered for mortgage:-

(i)	Value of land (per Sq. mtes/Bigha)	Rs. /-
(ii)	Recommended amount of loan	Rs. /-
(iii)	Total value of offered land	Rs. /-
(iv)	% of loan to total value of land

11. Annual loan repayment capacity of applicant/applicants:-

(i)	Income from agriculture.	Rs. /-
(ii)	Income from other sources;	Rs. /-
(iii)	Total income (i+ ii)	Rs. /-
(iv)	Income from agri. after loan	Rs. /-
(v)	Income from other sources after loan	Rs. /-
(vi)	Total income after loan (iv + v)	Rs. /-
(vii)	Total family or other expenditure during the year	Rs. /-
(viii)	Balance amount after all expenditure (vi-vii)	Rs. /-
(ix)	Annual installment for repayment of loan	Rs. /-
(x)	Net annual income (viii - ix)	Rs. /-

12. Recommendation/Report of Branch Manager/Dev. Officer:

I (BM/Dev. Officer) hereby certified that I verified the revenue papers related to the loan proposal submitted by the applicant/ applicants at Patwar Circle on I found that the land offered for mortgage is free from all encumbrances, sufficient for the applied amount of loan, and is in the cultivation & possession of the applicant/applicants. The social reputation and credit worthiness of the applicant/ applicants is good. The demand of the applicant/applicants for loan is genuine.

Hence, the loan of Rs./- (Rs./-) only is recommended for the purpose of Under Scheme for a period of years @% per annum.

Development Officer/field Officer

Branch Manager

13. Legal Opinion:-

(i) The applicant is the owner of the land up to the extent of share comprising in Khata Khatauni No. Plots measuring (..... Bigha Biswa) situated in revenue village Tehsil Distt. H.P.

(ii) The land is ancestral /self acquired. If self acquired specify in details

(iii) If the land is in co-share, the cultivation/possession is joint or separate

(iv) Report of Legal Advisor:-



Dated:-

Signature of Legal Advisor
(With seal & date)

14. Report/recommendation of Dealing Officer:-

Branch Manager has recommended a loan of Rs. /-
(Rs.) only for
under scheme for a period of
years @% per annum against the land comprising in K.K. No.....

Measuring Hc (..... Bigha Biswa) situated
in revenue village/Villages..... under patwar
circle The cultivated land is measuring
..... Hc (..... Bigha Biswa) & the value
of total offered land assessed & reported by the Branch Manager on the
basis of sale statistic for the year is sufficient to cover
the amount of recommended loan. The following codal formalities have
been completed:-

- (i) The 'Public Notice' under section 15 of the Bank's Act, 1979 has been issued.
- (ii) 'No Dues Certificate' or an 'Affidavit' in lieu of No Dues Certificate has been obtained from the applicant/applicants.
- (iii) Abstract of Cost/Project Report/Map/Tatima/Quotation of proposed work/unit has/have also been attached with the loan proposal.
- (iv) Legal opinion has been taken on
- (v)
- (vi)
- (vii)
- (viii)



Hence, the loan of Rs. /- (Rs.)
only is recommended in favour of the applicant/applicants.

Signature of Dealing Officer

15. Report & Recommendation of Manager Loans:-

In continuation to Note No. 14, it is added that the loan of Rs. /- (Rs.) only is admissible for the activity/activities of under scheme for a period of years @% per annum as per the Rule No. 3 of "Loan Manual" & is one as defined in Chapter II of The Himachal Pradesh State Cooperative Agriculture & Rural Development Banks Act, 1979 (Act No. 23 of 1979). All the codal formalities as provided in the "Loan Manual" have been fulfilled by the applicant.

Hence, the loan of Rs. /- (Rs.) only as proposed by the Loan Dealing Officer may be considered for sanction.

Signature of Manager Loans

16. Report/Recommendation of Asstt. Gen. Manager:-

Recommended a loan of Rs. /- (Rs.) only as proposed by the Manager Loans for under Scheme for a period of Years @% per annum subject to complete all the codal formalities as per the norms/Loan Manual of the Bank.

Asstt. Gen. Manager



17. Report/Recommendation/Sanction by the General Manager:-

.....
.....
.....

General Manager

18. Recommendation/ Sanction by the Managing Director: -

.....
.....

Managing Director

19. Report/Sanction by the Executive Committee: -

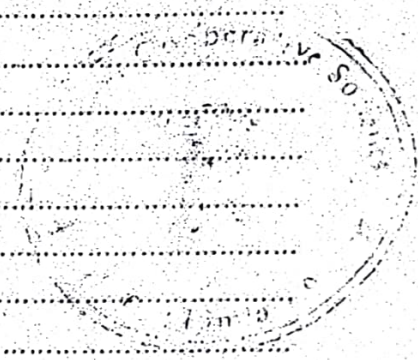
.....
.....

Chairman

20. Loan proceedings by the Loan Section: -

The loan of Rs. /- (Rs.)
only has been sanctioned by the vide Resolution
No. dated for the activities of
..... Under Scheme for
a period of years @ % per annum against the land measuring
..... Hc (..... Bigha Biswa) comprising in Khata Khataun
No.
situated in revenue village under
patwar circle Tehsil Distt.
..... Himachal Pradesh subject to complete following terms &
conditions:-

- (i)
- (ii)
- (iii)
- (iv)
- (v)



Loan Dealing Officer

Manager Loans

दि हि०प्र० राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक सीमित

कसुम्पटी, शिमला-171009

शाखा कार्यालय :

ऋण मंजूरी पत्र

प्रेषण सं०: एस०ए०आर०डी०बी० / ऋण / 20

तिथि

श्री/श्रीमती/सुश्री सुपुत्र/ सुपुत्री / पत्नी

श्री/श्रीमती/सुश्री सुपुत्र/ सुपुत्री / पत्नी

श्री/श्रीमती/सुश्री सुपुत्र/ सुपुत्री / पत्नी

ग्राम डाकघर

तहसील जिला हि०प्र०

पिन कोड

महोदय,

आपको सूचित किया जाता है कि आपके द्वारा दिनांक को आवेदित किए गए ऋण में से
मु० रूपये (मु० रूपये) मात्र उद्देश्य / कार्य के

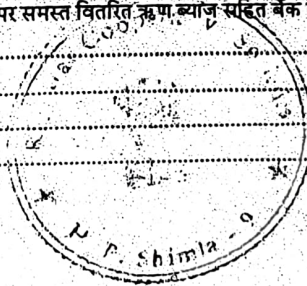
लिए स्वीकृत हुआ है। जिसकी अदायगी आपको वर्षों में मासिक / त्रैमासिक / अर्धवार्षिक / वार्षिक बराबर किश्तों में करनी होगी।

यह ऋण आपको निम्नलिखित शर्तें पूर्ण होने के पश्चात दिया जाएगा ;

1. आपको मौजा में स्थित खाता खतौनी सं- रकबा तादादी का रहननामा बैंक के पक्ष में करवाना होगा।
2. आपको रहननामा पंजीकृत होने व अपनी अनुपस्थिति में बैंक के पक्ष में इन्तकाल तत्दीक करवाने के संदर्भ में ब्याज हलफिया देना होगा।
3. आपको रहननामा के आधार पर तस्दीक हुए इन्तकाल संख्या (तिथि सहित) दर्शाई हुई नवीनतम जमाबन्दी की नकल देनी होगी।
4. आपको मु० रूपये अतिरिक्त अंश राशि के जमा करवाने होंगे।
5. ब्याज % की दर से लागू होगा।

अन्य शर्तें :-

- (i) देय किश्तें इस ऋण मंजूरी पत्र के साथ संलग्न अदायगी अनुसूची / परिशिष्ट के अनुसार जमा करनी होगी।
- (ii) देय किश्तों की राशि को निर्धारित तिथि के अनुसार अदा करने पर ब्याज दर में % की छूट दी जाएगी।
- (iii) किश्तों की अदायगी निर्धारित तिथि पर न होने पर बकाया किश्तों की राशि पर अतिरिक्त रूप से दण्डात्मक ब्याज वसूला जाएगा।
- (iv) ऋण की प्रत्येक किश्त जारी होने के पश्चात आपको उपयोगिता प्रमाण पत्र व अन्तिम किश्त के बाद पूर्णता प्रमाण पत्र देना होगा।
- (v) आपको बीमा की प्रतिलिपि (केवल ट्रैक्टर, वाहन, प्लांट / मशीनरी, ग्रामीण आवास एवं कृषि से सम्बद्ध गतिविधियों के उद्देश्यों हेतु लागू) बैंक में जमा करनी होगी।
- (vi) आपको वाहन (ट्रैक्टर व अन्य वाहन) तथा मशीनरी को बैंक के पास दृष्टिबन्धक (Hypothecation) रखना होगा तथा वाहन का पंजीकरण प्रमाण पत्र भी बैंक में जमा करना होगा।
- (vii) ऋण की राशि का दुरुपयोग होने पर समस्त वितरित ऋण ब्याज सहित बैंक के निर्देश पर एक मुरत अदा करना होगा।
- (viii)
- (ix)



संलग्न :- अदायगी अनुसूची / परिशिष्ट

भवदीय

प्रतिलिपि :-

शाखा प्रबन्धक

प्रेषण सं०: एस०ए०आर०डी०बी०/ऋण/20

तिथि :

तहसीलदार/नायब तहसीलदार, तहसील/उप तहसील जिला हि०प्र० सूचनार्थ।

शाखा प्रबन्धक

The H.P. State Co operative Agriculture & Rural Development Bank Ltd.

Kasumpti, Shimla – 171009,

Branch Office:-

Format of Repayment Schedule of due installments to be repaid by the Borrower

- 1 Name of the borrower:-
- 2 Loan sanctioned:-
- 3 Purpose:-
- 4 Period:-
- 5 Rate of Interest:-
- 6 Mode of repayment:- Monthly/Quarterly/Half Yearly/Yearly

Sr.No.	Date of Installment	Amount of Installment	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Branch Manager.

**The Himachal Pradesh
State Co-operative Agriculture & Rural Development Bank Ltd**
KASUMPTI, SHIMLA-171009.

No. ARDB (Loans)/_____

Dated _____ 201__

To

The Sub-Registrar,

Subject : Submission of Certified copy of the Instrument of Mortgage/Lease Under Section 18 of the Act No. 23 of 1979.

Dear Sir,

A certified copy of the original instrument of mortgage/lease as required under Section 18 of the Himachal Pradesh State Co-operative Agriculture and Rural Development Banks Act 1979, executed by Shri

_____ in favour

of this Bank on _____ related to the land comprised in K.K.

No. _____ Khasra Nos _____

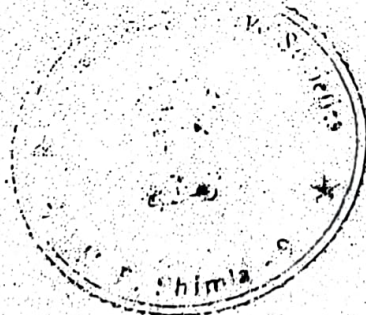
comprising _____ Bighas and _____ Biswas

according to the Jamabandi for the year _____ situated in revenue

Village _____ Tehsil _____ Distt. _____ is enclosed

herewith in duplicate for favour of your filling one copy of the same in Book No. 1 prescribed under Section 51 of the Indian Registration Act, 1908 and to return the other copy of this Bank duly endorsed by you for our record.

Yours faithfully,

Encl. : Certified copies of
instrument.

गोहन/बन्धक/आड़मान/सृजित करने के लिए प्ररूप

हिमाचल प्रदेश राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक अधिनियम, 1979 (1979 का 23) की धारा 12 और 12-अ हिमाचल प्रदेश राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक के नियम, 1979 के नियम 3 के अधीन किसी कृषि और ग्रामीण बैंक या सहकारी प्राथमिक कृषि एवं ग्रामीण विकास बैंक के किसी सदस्य द्वारा स्थावर और जंगम सम्पत्ति पर जिसका वह स्वामी है द्वारा उसके सदस्य को दिए जाने वाले किसी ऋण के सम्बन्ध में सृजित गोहन की बाबत की जाने वाली घोषणा का प्ररूप।

मैं/हम को ज्ञात है कि मैं/हम : 7

1.	पुत्र/पुत्री/विधवा श्री	आयु
2.	पुत्र/पुत्री/विधवा श्री	आयु
3.	पुत्र/पुत्री/विधवा श्री	आयु
4.	पुत्र/पुत्री/विधवा श्री	आयु
5.	पुत्र/पुत्री/विधवा श्री	आयु

बैंक सदस्यता संख्या _____ तहसील _____
निवासी ग्राम _____ डाकघर _____

जिला _____ हिमाचल प्रदेश स्वयं अथवा द्वारा मुख्तयार

आम्र. श्री _____ पुत्र _____ निवासी ग्राम _____

तहसील _____ जिला _____

जो विलेख पंजीयन संख्या _____ दिनांक _____ की बही संख्या _____

पृष्ठ संख्या _____ पर दर्ज है और _____ और

इस पद के अन्तर्गत जहां पर संदर्भ के अनुसार हो, उसके/उनके उत्तराधिकारी, निष्पादक, विधिक प्रतिनिधि, प्रशासक और समनुदेशित जिन्हें हिमाचल प्रदेश राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक सीमित (जिसे इसमें इसके पश्चात् बैंक कहा गया है) की सदस्यता में सीमित दायित्व सहित प्रवेश दिया गया है और बैंक से उधार लेने के इच्छुक है, एतद् द्वारा घोषित करते हैं और हिमाचल प्रदेश राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक अधिनियम-1979 (1979 का 23) की धारा 12 और 12-अ के अधीन तथा अपेक्षित, बैंक द्वारा गए ऋण के देय संदाय सभी आगामी अधिम जिन्हें ऋण मंजूरी क्लेश में दिए गए निम्नलिखित निबन्धनों और शर्तों पर लेना स्वीकार करते हैं।

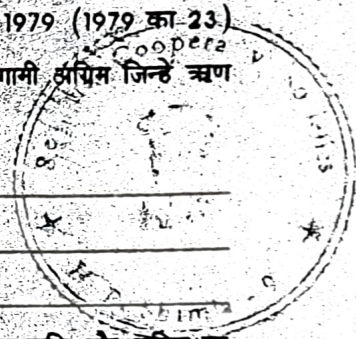
ऋण का उद्देश्य _____

अवधि _____ ब्याज दर _____

मैं/हम अधिकतर राशि केवल _____ (शब्दों में _____)

_____ रुपये के अध्वधीन ऐसी ऋण राशि और अधिम पर ब्याज सहित बैंक के पक्ष में अनुसूचि में वर्णित स्थावर और जंगम दोनों सम्पत्तियों पर गोहन का सृजन करते हैं।

उक्त उधार लेने वाला/उधार लेने वाले एतद्द्वारा घोषित करते हैं कि वह वे गहन सम्पत्ति से सुस्पष्ट हक रखता हूँ/रखते हैं हक विलेख के विवरण में दर्ज वर्ष _____ के अनुसार अभिधारी के रूप में मूधृति की स्थिरता के हकदार रहते हुए सम्पत्ति को धारित करता हूँ/करते हैं और आगे हक ठित न रहने पर या अन्यथा के कारण हुई किसी हानि या क्षति की पूर्ति करने के लिए आगे प्रसविदा करते हैं अपने आपको इसे निमित वचनबद्ध करते हैं।



कथित उधार लेने वाला/उधार लेने वाले घोषित करते हैं कि भुजित प्रभार के अतिरिक्त गेहन सम्पत्ति पर कोई विलसंगम नहीं है; और

कथित उधार लेने वाला/उधार लेने के उक्त सम्पत्ति या इस सम्पत्ति में किसी हित को विक्रय, बन्धक, दान द्वारा तब तक अन्तरित न करने या कब्जा छोड़ने के लिए अपने आप को बचनबद्ध करते हैं जब तक उधार लेने वाला/उधार लेने वाले बैंक से लिए गए ऋण की ब्याज सहित बैंक की पूर्णतया संवत्त नहीं कर देते।

उधार लेने वाला लिए गए ऋण को वार्षिक/अर्धवार्षिक/त्रैमासिक/मासिक, जो भी लागू हो किरतों में _____ वर्षों में अदा करेगा। यदि किरतें निर्धारित देय तिथि पर या उससे पूर्व जमा न की गईं तो अतिदेय किरतों की राशी पर _____ प्रतिशत की दर से निर्धारित ब्याज के अतिरिक्त दण्डात्मक ब्याज वसूल किया जाएगा।

उक्त उधार लेने वाला/उधार लेने वाले इस बात पर सहमत हैं और घोषित करते हैं कि यह विलेख डिमाण्ड प्रवेश राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक अधिनियम, 1979 (1979 का 23) की धारा 12, 12अ की शर्तों के अधीन होगा और उसमें यह शर्त सम्मिलित होगी।

अब उक्त लिखित गेहन की शर्त इस प्रकार है कि उधार लेने वाला/उधार लेने वाले अपनी देय समस्त राशि का भुगतान कर देते हैं और अधिनियम, नियमों और बैंक की उपविधियों का अनुपालन करते हैं तो उक्त लिखित गेहन प्रभावहीन हो जाएगी अन्यथा यह पूर्णतया लागू रहेगी।

सम्पत्ति का विवरण खाता खतौनी खसरा नं.

अ. स्थावर
राजस्व ग्राम
तहसील
जिला

क्षेत्र :

- (1) कृष्ट
- (2) अकृष्ट
- (3) जंगम

बन्धककर्ता/गेहन सृजनकर्ता का अधिकार।

आ. जंगम

(जंगम सम्पत्ति/अस्तियों) का विस्तारपूर्वक विवरण :



बैंक अधिकारी के पदनाम व मुद्रा सहित हस्ताक्षर

बन्धककर्ता/गेहन सृजनकर्ता के हस्ताक्षर

घोषणा

हम

पुत्र/पुत्री/पत्नी/विधवा श्री

पुत्र श्री

निवासी

तहसील

जिला

एतद् द्वारा कथन और घोषित करता हूँ/करती हूँ/करते हैं/करती हैं कि सम्पत्ति का उपर्युक्त वर्णित विवरण मेरी/हमारी सर्वोत्तम जानकारी और विश्वास के अनुसार सही है और समस्त विल्लंघन से मुक्त है।

बन्धककर्ता/गोहन सृजनकर्ता के हस्ताक्षर

नाम व पता सहित साक्षी :

1. _____

2. _____

अनुप्रमाणन :

उपर्युक्त घोषणा पर श्री/श्रीमति

पुत्र/पुत्री/पत्नी/विधवा श्री

सुपुत्र श्री

निवासी

तहसील

जिला

ने मेरे सामने हस्ताक्षर किए जिसे मैं

व्यक्तिगत रूप से जानता हूँ/जिसकी पहचान श्री/श्रीमति

सुपुत्र/सुपुत्री/पत्नी/विधवा श्री

निवासी

तहसील

जिला

ने करवाई है और जिसे मैं

व्यक्तिगत रूप से जानता हूँ।

पहचान करने वाले के हस्ताक्षर

तारीख

स्थान

प्राधिकृत अधिकारी के पदनाम और

प्राधिकारिक मुद्रा सहित हस्ताक्षर

दो प्रतियों में _____ जिला/तहसील के रजिस्ट्रार/उप-रजिस्ट्रार को इस प्रार्थना के साथ अग्रप्रेषित की जाती है कि वह रजिस्ट्रार अधिनियम 1908 में निर्दिष्ट बही संख्या-1 में घोषणा का एक प्रतिलिपि फाईल करें और घोषणा की दूसरी प्रति को हि. प्र. राज्य सहकारी कृषि एवं ग्रामीण विकास बैंक अधिनियम 1979 की धारा 12 की उपधारा (4) के अनुपालन के पश्चात् बैंक को वापिस करेगा।

तारीख

स्थान

प्राधिकृत अधिकारी के पदनाम और

प्राधिकारिक मुद्रा सहित हस्ताक्षर

रजिस्ट्रीकरण प्राधिकारिक की रिपोर्ट

कृषि और ग्रामीण विकास बैंक सीमित _____ को वापिस की जाती है। उपर्युक्त घोषणा के अधीन सृजित बन्धक गेहन की रजिस्ट्रीकरण अधिनियम, 1908 की बही संख्या 1 में पृष्ठ/पृष्ठों _____ पर तारीख _____ सम्यक रूप फाईल कर दिया।

तारीख

स्थान

रजिस्ट्रार/उप रजिस्ट्रार के प्राधिकारिक

मुद्रा सहित हस्ताक्षर

I/we..... S/o D/o Shri.....

Village..... P.O..... Tehsil..... District.....

do hereby declare that I/we have mortgage my/our land described as Khata No.....

Khatauni No..... Khasra No..... Plots.....

measuring..... situated in Village..... P.O.....

Tehsil..... Distt..... vide Mortgage Deed Date.....

executed by me/us on..... for consideration of Rs.....

(Rupees.....) with interest @.....

annum in favour of the Himachal Pradesh State Co-op. Agriculture and Rural Development Bank Ltd;
Shimla.

I/we have no objection if the mutation of the aforesaid mortgage is affected in favour of the aforesaid
Bank in my/our absence.



Deponent

I/we..... son/daughter of Sh. Shimla.....

the above named deponent/s do hereby solemnly affirm that the contents of the above are true to the best of
my knowledge and belief and nothing contained is false.

Declared and affirmed at..... on.....

Deponent

**The Himachal Pradesh
State Co-operative Agriculture & Rural Development Bank Ltd
KASUMPTI, SHIMLA-171009.**

No. ARDB/

Dated :

To

The Tehsildar,

Tehsil.....

District.....(Himachal Pradesh)

Subject : Attestation of Mutation in favour of the Bank.

Dear Sir,

S/Shri.....

Son of Shri..... Resident of Village.....

Post Office..... Tehsil..... District.....

has mortgaged his land comprising K.K. No.....

measuring..... situated

in Village..... Tehsil..... as per mortgage deed

dated..... executed on..... in favour of the Bank.

Therefore, it is, requested that the mutation of above mentioned land may please be attested in favour of the Bank. An affidavit taken from aforesaid loanee is being enclosed herewith for your persual please.

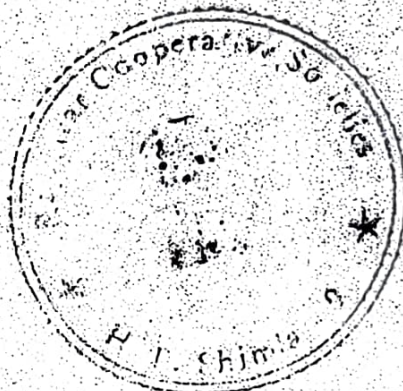
Thanking you.

Encl.

Yours faithfully,

MANAGER

HPSCDFPP, Shimla-4



.....Branch

DEED OF HYPOTHECATION

THE INDENTURE made this day of

20..... between (1) Sh..... S/o.....
(1) Sh..... S/o..... (2) Sh.....
S/o..... (3) Sh..... S/o.....
(4) Sh..... S/o..... Vill..... P.O.....

hereinafter called the 'BORROWERS' (which expression shall include his/their respective heirs, successors, executors, administrators and assigns) of the one part and the Himachal Pradesh State Co-operative Agriculture Societies Act, 1968 (Act No. 3 of 1969) having its Head Office at Shimla hereinafter called "Agriculture and Rural Development Bank" (which shall include its successors and Assigns) of the second part.

1. WHEREAS the borrower/s carries/purpose to carry on the business of plying the as public carriers/..... (hereinafter called the said business) in Himachal Pradesh.
2. And WHEREAS the borrower/s is/are holding/will obtain a permit to ply the on the..... route under Route Permit No.....
3. AND WHEREAS the borrower/s has have purchased/purposes to purchase required to ply on the said route.
4. AND WHEREAS the borrower/s genuinely and bonifidely requires a loan of Rs..... (Rupees.....) for the payment of purchase price of the said.....
5. AND WHEREAS the borrower/s has have requested the Agriculture and Rural Development Bank Limited and advance to the borrower/s sum of Rs..... (Rupees.....) as part of the price of the chasis/and fabrication of body which the Agriculture and Rural Development Bank has agreed to do upon having the repayment thereof with interest secured in the manner hereinafter contained and through declaration made there and than as provided (Bank Rules Advancement) for Rs..... (Rupees.....) dated.....

NOW THIS INDENTURE WITNESSETH AS FOLLOWS

- (1) In pursuance of this agreement and the policy and rules for grant of loan by the Himachal Pradesh State Co-operative Agriculture and Rural Development Bank Limited in consideration of sum of Rs..... (Rupees.....) lent and advanced by the Agricultural and Rural Development Bank to the Borrower/s as per cheque/demand draft No..... dated drawn on.....
- (2) That the borrower/s has have deposited with M/s..... a sum of Rs..... (Rupees.....) and has deposited with Agriculture and Rural Development Bank a sum of Rs..... (Rupees.....) as part of price of the chasis intended to be purchased by the borrower/s and the Agriculture and Rural Dev. Bank shall pay Rs..... (Rupees.....) as part of price the chasis intended to be purchased by the borrower/s and the Agriculture & Rural Dev. Bank shall pay Rs..... (Rupees.....) as part of the cost of fabrication of the Vehicle financed by the Agriculture and Rural Development Bank and the balance cost will be borne by the borrower/s being the balance cost of chasis and body.

(3) The borrowers do hereby covenant with the Agriculture and Rural Development Bank that borrower/s repay to the Agriculture and Rural Development Bank at its Branch or Head Office of the Agriculture and Rural Development Bank or such other place as the Agriculture and Rural Development Bank may require, and the said amount of Rs..... (Rupees.....) quarterly installments only, hereinafter called the said principal sum in..... with liberty today instalment or part thereof beginning from..... earlier than the due date, together with the interest on the said principal sum or the balance thereof remaining unpaid for the time being. The borrower/s shall pay the installments at the rate of Rs..... (Rupees.....) only plus interest per quarter and portion of the said amount shall be adjusted first towards the reduction of principal, subject of course to final adjustment between the parties at the end. During the period the principal sum of the interest of the Agriculture and Rural Development Bank loan remains outstanding, the Agriculture and Rural Development Bank and the borrowers shall be at liberty to agree to a repayment schedule/schedules different from the one given above, in which case notwithstanding agreed will be effective and the borrower/s will be bound to make repayments to the Agriculture and Rural Development Bank of the said principal sum and interest thereon of the Agriculture and Rural Development Bank loan according to such revised schedule/schedules.

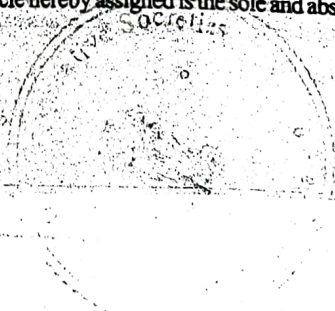
- (i) The borrower/s shall pay interest on the said principal sum at the rate of.....% (..... percent) per annum above the Agriculture and Rural Development Bank rate as may be prevalent from time to time, subject to a minimum of.....% (..... percent) per annum.

PROVIDED ALWAYS AND IT IS AGREED AND DECLARED that all the interest which shall during the continuance of this security accrue on the said principal sum or any part thereof which shall for the time being remain unpaid and other moneys which become payable under these presents shall in case the same be not paid on the days on which they become due will carry interest at the rate aforesaid with rosts taken on made quarterly on the days hereinbefore provided for payment of interest but so that this provision shall not be deemed to authorise the borrower/s to allow any interest or other moneys as aforesaid to fall in arrears unless permitted so to do by the Agriculture and Rural Development Bank in writing, it shall not in any way effect the covenant by the Borrower/s to pay interest quarterly and to pay other moneys as aforesaid or the right of the Agriculture and Rural Development Bank to take any legal proceedings or other action under these presents that they may have been in arrears and remain unpaid and the Borrower/s shall immediately after the same shall become due pay to the Agriculture and Rural Development Bank all such interest all other moneys which may become due and payable under these presents.

- (ii) For the consideration aforesaid the Borrower/s do hereby transfer by way of hypothecation, assign and assure upto the Agriculture and Rural Development Bank absolutely motor vehicle bearing chassis No..... Engine No..... and Registration No..... fully described in the schedule given hereinafter, purchased together with all the fittings, tools, accessories etc. and all receipts, bills, cash memos and other evidence of title to the vehicle and component parts thereof the borrower/s subject to the provision for redemption hereinafter contained.

(iii) Provided that if the borrower/s shall duly pay to the Agriculture and Rural Development Bank the said principal sum and interest secured in the manner herein provided and all other moneys. If any, by these presents, or by law payable by the borrower/s to the Agriculture and Rural Development Bank then and in such case the Agriculture and Rural Development Bank shall at any time thereafter upon the cost of the borrowers reassign the vehicle hereinbefore expressed to be hereby assigned upto the borrower/s or he/they shall direct by a deed duly signed.

- (iv) (1) The Borrower/s do hereby further covenant/s with the Agriculture and Rural Development Bank that the vehicle hereby assigned is the sole and absolute property of the Borrower/s and its sole disposal



and free from any prior charge or encumbrance of any kind whatsoever and the borrower/s has/have good right, full power and absolute authority to transfer and convey the same to the Agriculture and Rural Development Bank.

(2) The Borrower/s will take the vehicle on trust after executing a trust receipt and it shall be lawful for the borrower/s to retain possession of and use the vehicle until the Agriculture and Rural Development Bank shall demand possession thereof accordingly and will not hypothecate hire out, assign, charge or otherwise alienate or create any encumbrances whatsoever on the vehicle hypothecated to the Agriculture and Rural development Bank by these presents nor shall part with the possession of the vehicle without an express written permission of the Agriculture and Rural Development Bank previously obtained unless this loan along with other charges stands paid off.

(3) The Borrower/s shall hold the vehicle in trust for the Agriculture and Rural Development Bank and deliver the same immediately to the Agriculture and Rural Development Bank as and when demanded by the Agriculture and Rural Development Bank or any person authorised by it, in the present order and condition (fair wear and tear excepted).

(4) The vehicle shall be registered under the Motor Vehicle Act, 1939 immediately in the name of the Borrower/s as registered owner and the Agriculture and Rural Development Bank charge way of hypothecation shall appear in the Certificate of Registration.

(5) That if default shall be made in payment of all or any part of the said principal sum or interest or in the performance or observance of any other covenants, conditions or provisions contained in these presents and on the part of the Borrower/s to be observed and performed then it shall be lawful for the Agriculture and Rural Development Bank or any person authorised by it to take over the possession of the vehicle and after due notice sell the vehicle for the realisation of the debt, without intervention of the court.

(6) The borrower/s shall pay all fees and taxes payable in respect of the vehicle as and same become due and indemnify the Agriculture and Rural Development Bank against all such payments; action suits, proceedings, costs, charges; claims or demands which may be incurred or sustained by reason of the said fees and taxes.

(7) The borrower/s will at all times during the continuance of these presents and the security hereby created keep the vehicle and every part thereof in good and substantial state of repair and working order and will also keep the vehicle insured in the joint names of the borrower/s and the Agriculture and Rural Development Bank against loss or damage by fire, accidents (comprehensive insurance third party insurance including riot or other civil commotions or revolutions, as also by acts of enemies during war or other risks as may from time to time be required by the Agriculture and Rural Development Bank to be insured for their full value to be determined by the Agriculture and Rural Development Bank at its sole discretion) with some insurance office or offices of repute to be approved in writing by the Agriculture and Rural Development Bank as aforesaid in the joint names of the borrower/s and the Agriculture and Rural development Bank and shall pay all premia for renewal of such insurance or insurances one fortnight before the same shall become due, and will deliver to and leave with Agriculture and Rural Development Bank all policies of such insurance and all receipts for premia therefore and all money to be received under such policies shall be upon trust for better securing to the Agriculture and Rural Development Bank the payment of all moneys hereby secured and subject thereto in trust for the borrower/s.

(8) In case the borrower/s shall neglect to keep the vehicle or any part thereof in good and substantial repair and working order, to pay the fees taxes and all outgoing dues and duties as aforesaid, or to effect or keep up such insurance or insurances as aforesaid and pay the renewal premia therefore in manner aforesaid then and so often as the same shall happen it shall be lawful for, but not obligatory upon the Agriculture

and Rural Development Bank to repair and keep in good and substantial repair and working order the vehicle or any part or item thereof and any pay such taxes and fees and to insure and to keep the vehicle insured for its full value or any loss sum and for such times as the Agriculture and Rural Development Bank shall think proper and to pay the renewal premia therefore and all moneys expended by the Agriculture and Rural Development Bank in so doing shall on demand be forthwith repaid by the borrower/s with interest at the rate aforesaid from the time of the same (respective) having been expended and until such repayment the same shall be a charge upon the vehicle jointly with the principal sum and interest hereby secured at the rate hereinbefore provided as if they had formed part and further that all sums of moneys received under or by virtue of any such insurance as aforesaid shall at the option of the Agriculture and Rural Development Bank either be forthwith applied to be extent of the money received in or towards substantially rebuilding and reinstalling the vehicle or a ny part thereof or towards the payment of the said principal sum/and/or interest and all other moneys for the time being remaining due on the security of these presents.

(9) The borrower/s at his/their cost shall keep the vehicle in through working condition and shall not make any alteration thereon or addition thereto without the previous written consent of the Agriculture and Rural Development Bank. It is also further agreed that such additions or alterations shall be deemed to be included in the vehicle and covered in the security.

(10) The borrower/s shall report to the Agriculture and Rural Development Bank of any accident which causes either damage to the vehicle bodily injury to any third party or damage to any other vehicle or property, within 48 hours from the time of such accident.

(11) The borrower/s shall indemnify the Agriculture and Rural Development Bank against the loss by reason of damage to or destruction or loss of the vehicle from any cause whatsoever or by reason of claims by third parties in respect of the same.

(12) The borrower/s will not any time hereafter during the continuance of these presents and the security hereby created do any act or commit any default whereby any insurance of the vehicle shall be rendered void or voidable or any increased premium becomes payable therefore.

(13) The borrower/s shall observe all the rules and regulations and perform the duties as provided by the motor vehicle laws and indemnify the Agriculture and Rural Development Bank against any violation and shall in no case allow any vehicle hereunder hypothecated to be driven by any person who does not posses a valid lincence to ply such type of vehicle.

(14) The borrower/s shall allow freely any employ, officer or representative of the Agriculture and Rural Development Bank, National Bank for Agriculture and Rural Development too inspect the vehicle or ot the possession of the same at any time and all expenses incurred in connection with such inspection and taking over of the vehicle shall be paid immediately on demand and until payment shall remain a charge on the vehicle and other property, if any, charged to the Agriculture and Rural Development Bank.

(15) The borrower/s undertakes to present the said vehicle for inspection at any place and at any reasonable time when demanded by the Agriculture and Rural Development Bank in its sole discretion and such production of the vehicle and inspection will be paid by the borrower.

(16) The said Principal sum and interest payable by the Agriculture and Rural Development Bank as aforesaid shall be used by the borrower/s for the purpose of the payment of the price of the vehicle purchased or to be purchased as per borrower's application dated to the Agriculture and Rural Development Bank and for no other purpose whatsoever.

(17) The borrower/s hereby declares that the vehicle is his/their property and is not subject to any other mortgage or charge.



issued a cheque/demand draft for Rs. (Rupees.....) the Agriculture and Rural Development Bank will issue or has value of the chassis Rs. (Rupees.....) being the full/balance (Rupees.....) deposited by the borrower and Rs. advanced by the Agriculture and Rural Development Bank in the name of dealer M/s. from whom the borrower has agreed to purchase the vehicle.

(18) If the market value of the vehicle depreciates in the opinion of the Agriculture and Rural Development Bank by such percentage of its present value as the Agriculture and Rural Development Bank from time to time decide and if further security the satisfaction of the Agriculture and Rural Development Bank is not given to the Agriculture and Rural Development Bank then and in such case the Borrower/s shall within a period of fortnight from written notice to the effect being given by the Agriculture and Rural Development Bank reduce its indebtedness to the Agriculture and Rural Development Bank to an amount which shall bear the same proportion to the then reduced market value the vehicle as the loan hereby secured bears to the present market value of the vehicle provided that for the purpose of this sub clause the Agriculture and Rural Development Bank shall have the right at any time to engage competent valuers or assessors at the expense of the borrower/s and valuation which such valuers or assessors may make in respect of vehicle shall be final, conclusive and binding upon the borrower/s.

(19) The Borrower/s shall give all information and assistance as may be required by the Agriculture and Rural Development Bank or any person appointed by it in relation to the business of the borrower/s or its/ their accounting other arrangement or regarding the loan advanced by at and the use made of such loan.

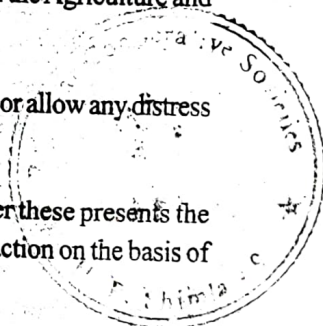
(20) The borrower/s hereby expressly agrees that Agriculture and Rural Development Bank shall be at liberty to assign the debt and the benefit of these presents and the securities for the advance and the security documents to the National Bank for Agriculture and Rural Development bank to the borrowers and the borrower/s shall if and whenever required by the Agriculture and Rural Development Bank to do so at the borrower/s expenses do and execute and joint in doing executing all such things, deeds, documents or assurances as the Agriculture and Rural Development Bank may require for the effectuation of such agreement. The Agriculture and Rural Development Bank shall be at liberty to furnish to the National Bank for Agriculture and Rural Development any such information or report regarding the borrower/s and its business whether received by the Agriculture and Rural Development Bank from the borrower/s or otherwise, in the Agriculture and Rural Development Bank's possession.

(21) The Borrower/s shall not allow and receiver or receiver to be appointed or allow any distress or execution to be revied upon or against the vehicle.

(22) Over and without prejudice to the rights and remedies provided under these presents the Agriculture and Rural Development Bank shall have a right independent of these any action on the basis of Demand Pronote(s) in case of default or breach of any condition of these presents.

(V) PROVIDED FURTHER AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:-

(1) That the borrower/s will in case of violation of any term of these presents be liable to handover the possession of the vehicle to the Agriculture and Rural Development Bank and the Agriculture and Rural Development Bank will at its discretion either ply the same as the borrower/s would have done or sell it to any body by auction or private negotiations and the receipt given by the Agriculture and Rural Development Bank will give a valid discharge and a good title to the transferee.



(2) In case of sale of the vehicle by the Agriculture and Rural Development Bank the sale proceeds will be adjusted towards the loan due to the Agriculture and Rural Development Bank and balance, if any, will be payable to the borrower/s but in case of deficiency the borrower/s will have to make good the same.

(3) The borrower/s on demand by the Agriculture and Rural Development Bank will be bound to sign and deliver the transfer form in favour of the transferee and to take all other steps which may be necessary for the valid transfer in the Transport authority.

(4) The Agriculture and Rural Development Bank may by notice require the borrower/s forthwith to discharge in full its their liability to the Agriculture and Rural Development Bank in the following events :-

(a) If it appears to the Board of Directors of the Agriculture and Rural Development Bank that false or misleading information in any material particular was given in the application made by the borrower/s to the Agriculture and Rural Development Bank for the loan hereby secured or

(b) If the borrower/s shall fail to comply with any of the terms of its contract with the Agriculture and Rural Development Bank in the matter of the said loan which terms are herein incorporated, or

(c) If there is any reasonable apprehension that the borrower/s is/are unable to pay his/their debts or proceedings for taking into liquidation may be commenced, or

(d) If the vehicle hereby hypothecated and assigned to the Agriculture and Rural Development Bank for the benefit of the Agriculture and Rural Development Bank and as security for the loan hereby secured is not insured or is kept insured by the borrower/s but not to the satisfaction of the Agriculture and Rural Development Bank or if the vehicle depreciate in valuation in the opinion of the Board of Directors of the Agriculture and Rural Development Bank by more than such percentage as shall be fixed by the Agriculture and Rural Development Bank under the provisions herein above mentioned and further security to the satisfaction of the Board is not given or if the security become insufficient, or

(e) If without the permission of the Company any machinery or part or parts thereof is or are removed from the vehicle without being replaced within prescribed time, or

(f) If for any reason it is necessary in the opinion of the Board of Directors of the Agriculture and Rural Development Bank to protect the interest of the Agriculture and Rural Development Bank, or

(g) The Agriculture and Rural Development Bank shall have the right by notice in writing to require the borrower/s forthwith to discharge full liabilities of the Agriculture and Rural Development Bank hereunder in the following cases and in any such cases the whole of the amount then remaining payable to the Agriculture and Rural Development Bank shall at the option of the Agriculture and Rural Development Bank become payable to the Agriculture and Rural Development Bank as if the time for the payment thereof had expired and the Agriculture and Rural Development Bank shall be entitled to exercise all the rights and remedies hereunder.

(i) If default shall be committed by the borrower/s for a period exceeding six months in the payment of any instalment of the said principal sum or

(ii) If default shall be committed by the borrower/s in the observance or performance of any of the covenants conditions or provisions of these presents, or

(iii) If the borrower/s shall be taken into liquidation, or

(iv) If any enquiry is instituted by the Government against the borrower/s, its proprietors or partners for economic offences,

(VI) AND IT IS HEREBY FURTHER AGREED AND DECLARED THAT after the Agriculture and Rural Development Bank shall have taken possession of vehicle or and part thereof as aforesaid it shall be lawful for but not obligatory upon the Agriculture and Rural Development Bank to carry on the business of and ply the vehicle and to manage the conduct the same as it shall in its absolute discretion think fit and proper and for the purposes of the said business to appoint and employ such agents, manager, engineers, technical men, solicitors and other legal advisors, accountants, servants and workmen upon such terms and conditions as to remuneration or otherwise as it may think fit and proper and to renew repair and replace such of the part of the vehicle as shall be worn out, damaged or lost or otherwise become unfit in any way for use and generally to do or cause to be done all such acts, deed and things to enter into all such arrangements or contracts as it could do as if it was absolutely entitled thereto and without being responsible in any way for any loss or damage thereto which may be occasioned thereby provided that all the powers provisions and trusts referred to above shall be independent of and above all the powers, rights and privileges with the Agriculture and Rural Development Bank is by virtue of the said Act or any other law for the time being in force entitled to exercise.

(VII) Over and above the other rights and powers of the Agriculture and Rural Development Bank conferred or it by these present the Agriculture and Rural Development Bank shall have all the rights and remedies against the Borrower/s provided by the Agriculture and Rural Development Bank Act 1979 and the Himachal Pradesh Co-operative Societies Act, 1968 and any amendment thereof or any other legislative enactment in lieu thereof for the time being in force.

(VIII) Any notice required to be served on the borrower/s shall for these purposes will be sufficient if it is issued by post in a registered letter addressed to the borrower/s at its/their registered office or at the address given hereunder and such service shall be deemed to have been made at the time at which such registered letter would be in the ordinary course of the post be delivered even though returned unserved on account of refusal of any party or for any other whatsoever.

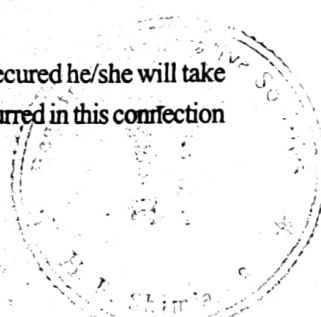
(IX) The borrower/s shall pay all the costs, charges and expenses between attorney and client in any way incurred or paid by the Agriculture and Rural Development Bank and incidental to or in connection with these presents or this security and incurred as well as for the assertion or defence of the right of the Agriculture and Rural Development Bank as for the protection and security of the vehicle and for the demand realisation and recovery of the said principal sum, interest and other moneys payable to the Agriculture and Rural Development Bank and the same shall on demand be paid by the borrower/s to the Agriculture and Rural Development Bank with interest thereon at the rate aforesaid from time of the same having been so and until such repayment the same shall be a charge upon the vehicle.

(X) In order to protect its interest the Agriculture and Rural Development Bank reserves to itself the right to modify the terms of this deed in case need of the same is felt and the borrowers hereby undertakes and agree/s to execute any document required by the Agriculture and Rural Development Bank to be so done.

(XI) The borrower/s shall not raise any loan from any other party without the Agriculture and Rural Development Bank's prior approval in writing.

(XII) The borrower/s hereby undertakes that in the events of any change in the transport policy of the State Government or other statutory modification if the Agriculture and Rural Development Bank interest in the security is adversely affected he/they shall forthwith repay the entire dues of the Agriculture and Rural Development Bank when called to do so.

(XIII) The borrower/s undertakes that in case of any accident to the vehicle hereby secured he/she will take prompt action to put it in commission and whatever extra expenditure may have to be incurred in this connection shall be borne by the borrower/s from his/their own resources.



(XIV) If for any reason beyond the control of the borrower/s the vehicle becomes unserviceable, the borrower/s shall under no circumstances be absolved to pay the instalments of principal and interest on due dates and the Agriculture and Rural Development Bank shall have the right to call upon the borrower/s to furnish additional securities so as to provide adequate margin for securing repayment to Agriculture and Rural Development Bank of the outstanding loan and interest etc.

(XV) Provided that always this agreement shall not prejudice the rights or remedies of the Agriculture and Rural Development Bank against the person and the other properties of the borrower/s and borrower/s guarantor as per separate deed of guarantee irrespective and independent of this agreement in respect of this advance or any other advance made or to be made by the Agriculture and Rural Development Bank.

(XVI) In case the borrower/s shall be a Society or member of a Society no change whatsoever in the constitution of such society during the subsistence of this agreement shall impair or discharge the liability of the borrower/s or any one or more of them thereunder. Moreover the borrower/s will not make any change in constitution of the society during the continuance of these presents without a written consent from the Agriculture and Rural Development Bank.

(XVII) The borrower/s hereby further undertakes that the vehicle hypothecated under this Deed of Hypothecation will not be attached to any service license holder without the prior permission of the Agriculture and Rural Development Bank.

DESCRIPTION OF THE MOTOR VEHICLE

Make :

Model :

Year of Manufacture :

Engine No. :

Chassis No. :

In witness whereof the borrower/s above said has/have hereunto/set his/their hand/s this.....

..... day of 200..... delivered to the



(Executant/s)

**The Himachal Pradesh
State Co-op. Agri. & Rural Development Bank Ltd;**
KASUMPTI, SHIMLA-171009.

Branch.....

Loan No.....

Total Loan Sanctioned.....@.....%

Received a sum of Rs.....(Rupees.....
.....) only from The Himachal Pradesh State Co-operative Agriculture
& Rural Development Bank Ltd. Shimla at consideration of Mortgage Deed/declaration dated.....
executed on.....in the following manner :-

Rs.....(Rs.....) paid
by the Bank to me/us *vide* Cheque No.....dated..... drawn on
The Himachal Pradesh State Co-operative Bank Ltd.....for the following purpose:-

.....(1st/2nd/3rd instalment).....years.

(a) Rs.....for.....

(b) Rs.....for.....

(c) Rs.....for.....

(d) Rs.....for.....

Witness :-

Signature of Applicant

(1)

.....

.....

(2)

.....

.....

Dated.....

Attested
A.L.V.O./L.V.O.



The H.P. State Co-op. Agriculture & Rural Development Bank Ltd;
KASUMPTI, SHIMLA-171009

Received a sum of Rs. _____ (Rupees _____)

_____) from the H.P. State
Co-operative Agriculture & Rural Development Bank Ltd;

as consideration of Mortgage Deed dated _____
executed on _____
on behalf of Sh. _____

as his/their attorney in the following manner :-

1. Rs. _____ (Rupees _____)
_____) paid by the Bank to
me/us/M/s _____

vide Cheque/Draft No. _____ dated _____
drawn on/payable at _____

for the following purpose :-

- 1. _____ Rs. _____
- 2. _____ Rs. _____
- 3. _____ Rs. _____
- 4. _____ Rs. _____

Dated _____

Witnesses :

- 1. _____
- _____
- 2. _____
- _____
- _____



ATTESTED

Signature _____ Designation _____

To

The Branch Manager,
The H.P. State Cooperative
Agri. & Rural Dev. Bank Ltd.
Branch Office:

Subject: Certificate of utilization of loan installment.

Sir,

I/We, S/o, W/o, D/o R/o Vill.
P.O. Tehsil Distt. HP certify that a
loan of Rs. (Rs.) only has been sanctioned to
me for the purpose of I/We have received
..... installment of Rs. only from the Bank and I have utilized this
amount for following purpose;

- (a)
- (b)
- (c)

You are, therefore requested to release the Installment of Rs.
(Rs.) only to me for the following purpose;

- (a)
- (b)
- (c)

I/We undertake to utilize the amount of loan installment only for the purpose for
which the loan has been sanctioned to me & in case of misutilization of loan amount,
I shall be solely responsible.

Thanking you.

Yours faithfully,

Dated.

.....
.....
.....
.....

Verified

Branch Manager
(Signature with Seal)



To

The Branch Manager,
The H.P. State Cooperative
Agri. & Rural Dev. Bank Ltd.
Branch Office:

Subject: Completion Certificate of the Unit.

Sir,

I/We S/o, W/o, D/o R/o VIII
P.O. Tehsil Distt. HP certify that a
loan of Rs. (Rs.) only has been sanctioned to
me for the purpose of for a period of years @
..... % interest per annum. I/We have received the entire amount of loan from the
Bank and have utilized the said amount for following purposes:-

Sr. No.	Purpose	Amount
(i)	Rs.
(ii)	Rs.
(iii)	Rs.
(iv)	Rs.

I/We s/o, w/o, D/o Sh. hereby declare that
the amount of loan has been fully utilized for the purpose it was sanctioned & the
unit/project/purpose has been completed/solved.

Dated:



Yours faithfully,

.....
.....
.....

I Branch Manager, The H.P. State Co operative Agri. & Rural Dev.
Bank Ltd. Branch Office visited the spot & found that the
unit/project for which the loan was sanctioned & issued has been completed.

Branch Manager
(Signature with Seal)

Loan
18/8/15



Telegram : "BHOOKOSH"
2621137
Telephone : 2621437
2623837
FAX : 0177-2620503

The H.P. State Co-op. Agriculture & Rural Development Bank Ltd; KASUMPTI, SHIMLA

SARDB/Loan/RCS/2015-

Head Office
Date: 27-07-2015

Office Order

The Board of Directors of the Bank in its meeting held on 30/05/2015 has resolved to carry out the following amendments in Clause 4 (i) of the Loan Manual;

Existing provisions	Amendment approved by the Board
Clause 4(i) Latest copy of Jamabandi and Khasra Girdawari duly signed with seal by the revenue authorities alongwith the latest copy of Sale Statistics of the revenue village in which the land falls. (Land security should consist of at least 40% of cultivated land out of the total land).	Latest copy of Jamabandi duly signed with seal by the revenue authorities along with the latest notification issued by the concerned Distt. Collector regarding land valuatuion for that village. An affidavit from the borrower specifying the distance of the major part of land from the nearest road be obtained. Land security should consist of at least 30% of cultivated land out of total land offered for mortgage for raising loans under Farm Sector & Rural Housing Schemes and 15% for Non Farm Sector Sechemes. The Copy of latest Girdawari be obtained only in those cases where there is any change claimed by the borrower in the kind of land which has not been reflected in Jamabandi.

The Registrar, Cooperative Societies HP has also accorded the approval of the amendments carried out in the Clause 4 (i) of Loan Manual.

All the Branch Managers are hereby directed to strictly adhere to the amendements in carried out in the Clause 4 (i) of the Loan Manual of the Bank in letter & spirit and to entertain the qualitative loan proposals as per the Loan Manual of the Bank.

Thanking You.

Yours faithfully,

Managing Director.

Endst. No. SARDB/Loan/ 00/2015- 3186

Dated: 27/07/2015

Copy for information;

- 1 The Worthy Chairman of the Bank.

Copy for information & Compliance;

- 1 ✓ The General Manager, SARDB/KPARDB.
- 2 The Asstt. Gen. Manager, Shimla, Solan & Mandi.
- 3 All the Section Incharges
- 4 All the Branch Managers
- Office Order file.

State Co-op. Agriculture & Rural Development Bank Ltd;

H.O. : KASUMPTI, SHIMLA - 171009.

RDB/Loan/BOD/ 2015-

Head Office
Dated: 06/10/2015



The Board of Directors of the Bank in its meeting held on 17/08/2015 vide Resolution No. 4.2 has resolved to reduce the minimum extent of land offered for security of raising loans in rural and urban areas subject to fulfillment of valuation and other eligibility criteria strictly as laid down in Loan Manual.

Henceforth, the minimum requirement of land for raising loans from the Bank in rural and urban areas will be as under;

Area	Existing criteria of security	Revised criteria of security as approved by BOD
Rural	02 Bigha 10 Biswa	01 Bigha 00 Biswa
Urban	01 Bigha 00 Biswa	00 Bigha 05 Biswa (Only for Rural Housing, Guest Houses & Commercial complex etc.)

All the Branch Managers are hereby directed to strictly adhere to the amendments carried out in letter and spirit while entertaining fresh loan proposals which shall be obtained/received on qualitative basis and the appraisal of the borrower as well as the unit must be carried out meticulously so as to avoid the of loans getting NPA in future. The Branch Managers are further directed to follow the other guidelines contained in the "Loan Manual" of the Bank.

[Signature]
Managing Director
Dated: 06/10/2015

Endst. No. SARDB/Loan/00/15-6850
Copy for information;

- The Worthy Chairman of the Bank.
- All the Board of Directors of the Bank.

Copy for information & compliance;

- The General Manager, SARDB/KPARDB. *D/Sala*
- The Asstt. Gen. Manager, Shimla, Solan & Mandi.
- All the Section Incharges
- All the Branch Managers
- Office Order file.

[Signature]
Managing Director

Endst. No. KPARDB/Loan/2015-16/ 2126 - 2149.
Copy to:

- The worthy Chairman of the Bank.
- To the Branch Manager, B.O. _____ with the direction to make strict compliance immediately & implement the office orders issued by the Managing Director of the Bank in letter and spirit henceforth.
- the Head office for information.

[Signature]
Manager.