



HO/01/BR/HRM/2020-21/ 49

20th April, 2020

CIRCULAR TO ALL BRANCHES/OFFICES

ISSUED BY HRM DEPARTMENT

Dear Sir/Madam,

Re: Staff Loan schemes

Consequent upon amalgamation of -03- RRBs viz Baroda Uttar Pradesh Gramin Bank, Kashi Gomti Samyut Gramin Bank and Purvanchal Bank into a new entity namely 'Baroda U.P. Bank, Hon'ble Board of Directors of the new entity have accorded their kind approval to the following Loan schemes for staff of the new entity i.e. Baroda U.P. Bank –


- (I) Clean Overdraft scheme for staff members.
- (II) Conveyance Loan scheme for staff members.
- (III) Housing Loan scheme for staff members.
- (IV) Scheme for Festival Advance for staff members
- (V) Consumer /Exigency Loan scheme for staff members.
- (VI) BUPB Loan Pensioners

The scheme codes / interest table codes mentioned in the above loan schemes pertains to eBUPGB only. However, for eKGSGB and ePB the above loan schemes shall be opened in appropriate codes applicable in their system till integration of schemes in the finacle.

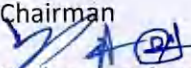
The above schemes are enclosed for strict compliance.

Please bring the contents of this circular to notice of all staff members and take careful note of the above instructions for implementation.

Yours faithfully,


(D.P. Gupta)

Chairman


Enclosures: As above



SCHEME FOR CLEAN OVERDRAFT TO STAFF

1	Type of facility	Clean Overdraft			
2	Purpose	For any bonafide need of officers / employees. This facility would be in lieu of various existing staff loan facilities except housing loan, vehicle loan. However, the account should not be allowed to be used for any transactions of a speculative nature. Branches to report all cases of misuse to their respective Regional Authorities / Head Office.			
3	Eligibility	All confirmed staff members who have put in minimum 3 years of service in the Bank.			
4	Limit	Length of service (<i>Service refers to the aggregate service in all cadres</i>)	Officers	Office Assistant (M)	Office Attendant (M)
		a) 3 Yrs & above but less than 5 years	2,50,000	1,50,000	1,00,000
		b) 5 years & above but less than 10 years	5,00,000	3,00,000	2,00,000
		c) 10 years & above	8,00,000	5,00,000	3,00,000
5	Total deductions	The total deductions from the salary of the applicant employee on account of statutory deductions, other loan installments and monthly interest on the clean overdraft limit (assuming that the limit is fully drawn) should not exceed 60% of the gross monthly emoluments.			
6	Enhancement in limit	The employees will be eligible for enhancement in the existing limits as and when the eligibility of the limit changes on the basis of length of service and / or promotion.			
7	Rate of interest	8% p.a. on compounding basis with monthly rests.			
8	Period of sanction & annual review	12 months subject to annual review. Accounts falling due for review during the month should be reviewed in the preceding month. The review of the account should be reported to Controlling Authorities.			
9	Documents	<p>a) Application as per prescribed proforma (including an undertaking that the loan will not be utilized for investment in shares, equities, etc., for speculative purposes and authorizing credit of salary and allowances in the overdraft account).</p> <p>b) Demand Promissory Note</p> <p>c) Letter of Continuing Security with negative lien</p> <p>d) Personal guarantee from another staff.</p> <p>e) Personal guarantee letter from the PF/Gratuity Nominee/s.</p> <p>f) Declaration / Undertaking from the employee (incorporated in application) THAT (i) he / she shall not be entitled to apply / avail staff loans of any kind from the bank other than housing loan, vehicle loan, PF loan sanctioned by PF Trustee (ii) he / she shall not avail of any loans from outside sources for which installments will have to be deducted from his / her salary and remitted by the bank to such outside sources during the period of operation of the Overdraft facility sanctioned by the bank and (iii) he / she has understood all the terms and conditions of the overdraft scheme and shall abide by the same failing which he shall render himself/herself liable to repay the entire loan plus interest and will be ineligible for further facility under this scheme or any other staff loan schemes, besides attracting appropriate Disciplinary Action.</p> <p>g) Letter of authority to the Bank to appropriate the Terminal Benefits (bank's contribution to PF, employee's own contribution, Gratuity, Leave</p>			





		encashment and / or any other amount payable to the employee) towards the liability under the overdraft facility if the employee ceases to be in the service of the bank. h) Unstamped undertaking in duplicate from the nominee/s appointed under the PF / Gratuity Fund Rules. i) To record the employee's consent in regard to all the terms of the sanction, the employee's signature should be obtained on the office copy of the sanction signifying acceptance of terms and conditions of the limit. j) Letter in respect of extension of charge on house property which is acquired / would be acquired by availing / as and when availing bank's housing loan. k) L.A.D as and when due.
10	Sanctioning Authority	For Branch/Regional Office staff: Chief Manager at RO / Regional Manager. PSR shall be done by the Regional Manager / General Manager For Head Office staff: Chief Manager (HRM). PSR shall be done by the General Manager
11	Reporting	Post sanction scrutiny as per norms applicable.
12	At which Branch overdraft account will be maintained	The overdraft account will have to be maintained at the salary paying Branch. It will be mandatory for the employees to designate the O/D account for credit of their monthly salary and withdrawals will be allowed only as per limit available.
13	Service Charges	Being a facility to staff members, there will not be any incidence of service charges, ledger folio charges, cheque book charges etc in the overdraft account.
14	Interest on over drawings	It is to be ensured that the Overdraft account is regular and not overdrawn for any reason at all times. If, however, the account remains overdrawn on account of interest debit, penal interest @2% p.a. would be levied on the irregular portion for the period applicable over and above the normal interest charged. The employee should be notified to adjust the overdrawn amount promptly failing which appropriate Disciplinary action would be initiated.
15	Existing loans or new overdraft – option to staff	An employee will have the option to continue with the existing facilities already availed, as hereto before, and not avail the overdraft facility. But, once the overdraft facility is availed, all staff loans, except Housing loan, Vehicle Loan, loan sanctioned by PF trustees will cease to be available to the concerned staff member. Such outstanding loans, if any, must be closed simultaneously while availing the overdraft facility. All loans availed by the employee from outside sources for which the Bank is deducting installments from the salary of the employee and remitting to the outside lender shall also have to be closed simultaneously for consideration of the Overdraft facility by the Bank.
16	Overdraft a/c in joint names	The overdraft account cannot be opened in joint names.
17	Disqualification for limit	The facility would not be sanctioned to staff members in the following cases: a) Employees under suspension b) Employees to whom a charge sheet has been issued in a vigilance / non-vigilance case for major penalty proceedings or Gross misconduct. c) Employees who have remained on frequent leave on loss of pay / extraordinary leave on loss of pay / unauthorized absence during the last one year and those who have issued cheques without maintaining sufficient balance in their accounts during the last one year. All other cases where Disciplinary action is pending / contemplated would be considered for sanction only after clearance from the respective Disciplinary Authority.





बड़ौदा यू.पी. बैंक Baroda U.P. Bank

प्रधान कार्यालय : बुद्ध विहार खाणसायिक योजना, तारामंडल, गोरखपुर-273016
द्वितीय कार्यालय : एन. सिविल लाइंस, रायबरेली-229001, फोन : 0535-2702078
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18	Drawings in case where employee is put under suspension or to whom charge sheet is issued	a. No further drawings in the account will be allowed to employees who are put under suspension or to whom charge sheet for major penalty proceedings / gross misconduct is issued subsequent to the sanction of limit. b. Unutilized limit will be frozen at the existing status on the date of suspension. c. Any withdrawal to be allowed after adjustment of interest and other statutory deductions and loan installments. d. Subsistence allowance will be allowed to be withdrawn from the account after adjustment of interest. e. The Bank reserves its right to recover O/S in this account from subsistence allowance.
19	Other loans	The employees shall continue to avail other loans / advance facilities which are not covered under any specific staff loan scheme and which are self-liquidating like loan against NSC, Government securities, bank's own deposits (LABOD), Festival Advance etc.
20	Issuance of certificate for tax purposes	This being a multi-purpose account, branches should not issue any certificate to IT authorities enabling employees to seek tax relief, as available in the case of loans for housing purposes.
21	Other guidelines	<ul style="list-style-type: none">• The staff members who are desirous of availing the enhanced limit shall be required to submit specific application to the Sanctioning Authority for consideration.• Fresh set of documents for the enhanced/ new sanctioned limit should be obtained.• While enhancing the limit of COD, the existing COD account number should be kept unchanged.
22	General	Bank reserves the right to modify / change any of the terms and conditions of the Scheme or rescind the Scheme at any time.
23	Scheme Code	OD003

Encl: COD loan application as Annexure-A





SCHEME FOR CONVEYANCE LOANS FOR OFFICERS, OFFICE ASSISTANT (MULTIPURPOSE) AND OFFICE ATTENDANTS (MULTIPURPOSE).

A. Officers and Office Assistants (Multipurpose)

01	ELIGIBILITY	
	Officers	All confirmed Officers with continuous service of 2 years in the Bank shall be eligible for conveyance loan for purchase of car/four wheeler /two wheeler (scooter/motorcycle/moped).
	Office Assistant (M)	All confirmed Office Assistant (M) staff with continuous service of 3 years in the Bank shall be eligible for conveyance loan for purchase of car/four wheeler /two wheeler (scooter/motorcycle/moped).
02	LOAN LIMIT	
	Officers	90% of 'On Road Price' (including Invoice Price, Road Tax, Cost of Registration and Insurance excluding Cost of Accessories) or Rs. 15 lacs, whichever is less.
	Office Assistant(M)	90% of 'On Road Price' (including Invoice Price, Road Tax, Cost of Registration and Insurance excluding Cost of Accessories) or Rs. 7 lacs, whichever is less.
Total deduction on account of income tax, Provident fund, LIC premium, interest servicing on COD including recovery towards the propose loan under the scheme and other loan recovery etc, should not exceed 65% of the gross salary.		
03	RECOVERY/ REPAYMENT PERIOD	
	Officers/Office Assistant(M)	Principal – 90 months Interest – 30 months However, where an employee has less than 10 years of service remaining at the time of sanction, the employee can: <ul style="list-style-type: none">➤ continue the four/two wheeler loan beyond superannuation up to maximum age of 67 years (not exceeding 120 installments in the ratio of 3:1 towards principal and interest, respectively), subject to the condition of showing adequate and verifiable income flow to service the loan repayment post retirement.➤ This condition will be reviewed by the competent authority/ sanctioning authority at the time of retirement to ensure adequate repayment capacity. In all such cases, where repayment period extends beyond retirement, the benefit of staff rate and other terms & conditions of conveyance loan for staff like simple interest shall continue to be available to the employee after his superannuation also, maximum up to the age of 67 years, as specified.➤ This provision is being made applicable for fresh four/two wheeler loans only. However, four/two wheeler loan that have been sanctioned and yet to be disbursed may also be considered for the extended repayment facility as above.➤ It may please be noted that the request for grant of four/two wheeler loan where the residual period of service is less than 10 years, can be considered provided the application has been sent by the employee at least 30 days prior to his retirement.➤ However, if the employee does not want to extend his repayment period beyond retirement and settle his total loan outstanding at the time of retirement from his/ her terminal benefits, then the same can also be permitted, as per his request, provided that the projected terminal benefit dues are sufficient to cover the projected loan outstanding amount at the time of retirement.





		<ul style="list-style-type: none">➤ If the staff member is due for retirement before completion of 120 installment, the installment be calculated on the basis of 120 month repayment schedule only and balance of the loan amount outstanding on retirement shall be recoverable from the employees Terminal benefits, provided balance of projected PF and Gratuity is sufficient to cover the balance of the projected outstanding amount at the time of retirement. This aspect must be taken care of at the time of sanction itself.➤ The above facility of repayment up to the age of 67 years/ recovery from terminal benefits will not be made available to employees who take VRS/ resign from the Bank's service before attaining the age of superannuation and they shall have to liquidate the entire four/two wheeler loan outstanding at the time of resignation/ VRS.
04	INTEREST RATE	
	Officers/ Office Assistant (M)	6.50% p.a. simple interest.
05	SUBSEQUENT CONVEYANCE LOAN	
	Officers	Officers may avail 2 subsequent / simultaneous loans (1 Car & 1 Two-wheeler), within the overall limit i.e. 90% of 'On Road price' or Rs. 15 lacs, whichever is less.
	Office Assistant (M)	Office Assistants (M) may avail 2 subsequent / simultaneous loans (1 Car & 1 Two-wheeler), within the overall limit i.e. 90% of 'On Road price' or Rs. 7 lacs, whichever is less.
06	DOCUMENTATIONS	DP Note, Earmarking of PF and/ or Undertaking to adjust the loan from terminal benefits, Letter of installments, Hypothecation of vehicle, Comprehensive Insurance Policy of the vehicle with Bank's clause, Vehicle Registration – lien in Bank's favour, Blank TTO, Irrevocable power of attorney
07	SANCTIONING AUTHORITY	For Branch/ Regional Office Staff: Chief Manager at RO/ Regional Manager and PSS by Regional Manager/ General Manager. For Head Office Staff: Chief Manager (HRM) and PSS by General Manager.
08	OTHER TERMS & CONDITIONS	<ol style="list-style-type: none">1. Loan amount shall be paid directly to the seller/dealer through Demand Draft / Pay Order along with margin money.2. Car Loan for Tata Sumo/Tata Special/ Maruti Gypsy / Maruti Van / other similar vehicles may be considered favourably after taking an undertaking that the same will be utilized only as family vehicles and not be utilized for commercial purposes, subject, however, to observing other eligibility criteria and the overall deductions criteria, i.e. total deduction should not exceed 65% of the salary. However, loan for purchase of jeep will not be sanctioned under the scheme.3. There is no upper limit in respect of Callber CC/ HP, etc of the vehicle that can be purchased under the broad categories of Car or Two wheeler except where it is specifically mentioned in the scheme (80 CC or less for moped).4. There is no limitation with regard to foreclosure of any vehicle loan account by the concerned staff at any time before expiry of the prescribed repayment period.5. While availing conveyance / vehicle loan, wherever there is a stipulation of obtaining insurance cover for the vehicle, the insurance policy should be a comprehensive policy for the vehicle purchased out of Bank loan for the period till which the insurance company issues the comprehensive policy or until complete repayment of the loan , whichever is earlier.
09	Scheme Codes	For Car loan: LA410 For Two wheeler: LA408





B. Office Attendant (Multipurpose)

01	PURPOSE	For purchase of two wheeler (scooter/motorcycle/moped).
02	ELIGIBILITY	Confirmed Office Attendant (M), subject to vigilance clearance/ no disciplinary proceedings pending/ contemplated.
03	LOAN LIMIT	90% of control price or Rs 90,000/- , whichever is less
Total deduction on account of income tax, Provident fund, LIC premium, interest servicing on COD including recovery towards the propose loan under the scheme and other loan recovery etc, should not exceed 65% of the gross salary.		
04	RECOVERY/ REPAYMENT PERIOD	Principal – 70 months Interest – 14 months The loan to be recovered in the ratio of 5 : 1 towards Principal and Interest respectively, i.e. recovery of Principal in not more than 70 monthly installments and thereafter, interest to be recovered in not more than 14 monthly installments.
05	INTEREST RATE	6.50% p.a. simple interest.
06	DOCUMENTATIONS	DP Note, Earmarking of PF and/ or Undertaking to adjust the loan from terminal benefits, Letter of installments, Hypothecation of vehicle, Comprehensive Insurance Policy of the vehicle with Bank's clause, Vehicle Registration – lien in Bank's favour, Blank TTO, Irrevocable power of attorney.
07	SUBSEQUENT TWO WHEELER LOAN	A subsequent two-wheeler loan to be sanctioned after full liquidation of earlier loan. Surplus sale proceeds to be applied towards purchase of new vehicle, if the old vehicle is sold during the pendency of old loan. Not required to be applied if previous loan is repaid in normal course. Surplus sale proceeds will mean the amount remaining in the hands of the office attendant out of the sale proceeds of the previous vehicle after liquidating the outstanding in the earlier loan account. The subsequent Two-Wheeler loan will be as per the limit, interest rate, repayment period, documentation, etc. mentioned above, subject to adjustment of sale proceeds of the earlier vehicle, wherever applicable.
08	LOAN FOR SECOND HAND TWO-WHEELER	There is no prohibition for sanction of conveyance loan for purchase of old / second-hand two wheeler. However, such requests received from Office Attendants be considered favourably, subject to the following conditions: The limit of loan, rate of interest, repayment period, documentation, other conditions etc. stated above for 2 wheeler loan shall be applicable for second hand 2 wheeler loan. The concerned employee should produce a valuation certificate from a reputed motor garage, narrating condition, expected life, depreciated value, etc. The employee should give an undertaking to insure the vehicle (comprehensive policy) until repayment of the conveyance loan. <u>The vehicle loan shall be sanctioned on the basis of the amount of present assessed market value stated in the valuation report OR the sum assured by the Insurance Company, whichever is less.</u> For this purpose, the office attendant has to submit a copy of the insurance cover of the old vehicle or a certificate from an Insurance Agent, stating the amount for which such vehicle would be insured, apart from the valuation report





		from the certified garage / valuer.
09	SANCTIONING AUTHORITY	For Branch/ Regional Office Staff: Chief Manager at RO/ Regional Manager and PSS by Regional Manager/ General Manager. For Head Office Staff: Chief Manager (HRM) and PSS by General Manager.
10	OTHER TERMS & CONDITIONS	<ol style="list-style-type: none">1. Loan amount shall be paid directly to the seller/dealer through Demand Draft / Pay Order along with margin money.2. There is no upper limit in respect of Caliber CC/ HP, etc of the vehicle that can be purchased under the broad categories of Two wheeler except where it is specifically mentioned in the scheme (80 CC or less for moped).3. There is no limitation with regard to foreclosure of vehicle loan account by the concerned staff at any time before expiry of the prescribed repayment period.4. For sanction of loan, the control price would include, octroi, sales tax or any other tax on the vehicle, However, control price would not include insurance charges, RTO registration charges, cost of accessories etc.5. While availing conveyance / vehicle loan, wherever there is a stipulation of obtaining insurance cover for the vehicle, the insurance policy should be a comprehensive policy for the vehicle purchased out of Bank loan for the period till which the insurance company issues the comprehensive policy or until complete repayment of the loan , whichever is earlier.
11	Scheme Code	LA 408

Encl: Conveyance loan application as Annexure-B





SCHEME FOR STAFF HOUSING LOAN

01	LOAN LIMIT	Officers – 90% of total cost of house or 95 times of Gross Salary subject to the max. limit upto Rs 60 lacs, whichever is lower. Office Assistants – 90% of total cost of house or 95 times of Gross Salary subject to maximum of Rs 35 lacs, whichever is lower. Office Attendants – 90% of total cost or 95 times of Gross Salary subject to maximum of Rs 20 lacs, whichever is lower.
02	TOTAL DEDUCTION FROM SALARY	Total deductions on account of existing loans' EMI/installment, Income Tax, Provident Fund, interest servicing on Clean overdraft including recovery towards the proposed loan under the scheme and any other recovery etc. not to exceed 60% of the gross salary.
03	ELIGIBILITY	-Confirmed service in the Bank. -Deduction should not exceed 60% of gross salary. -No vigilance/ disciplinary proceeding pending / contemplated.
04	PURPOSE	-Constructing a new dwelling unit on an existing plot. -Purchase of a plot for construction thereon within 3 years of such purchase -Purchase of a new or old dwelling unit. Staff housing loan can be sanctioned to a staff for purchase of a plot / dwelling unit, owned singly or jointly with his/her spouse. Stamp duty / Registration charges for transfer of property in the name of the staff member availing the Staff Housing loan can be reckoned as part of the project cost within the overall eligibility. The title of the land / property should be clear. Further in event of borrower failing to construct the house within a period of 03 years from the availment of said finance: (a)Branch will charge commercial rate of interest i.e, 18% (3.75% above BPLR) from the date of first disbursement. (b)Branch to recall the loan and recover total loan with revised rate i.e. at commercial rate of interest.
05	MARGIN	10% of total cost
06	DISBURSEMENT OF LOAN	For purchase of new / old dwelling unit: In case of purchase of New / Old dwelling unit the total amount (Margin money + Loan amount) shall directly be paid to the seller through pay order / demand draft. For construction of house: (a)For purchase of land: 30% of the loan amount. (b)Construction up-to plinth level: 20% of the loan amount but in cases where the land is already available, 30% of the loan amount. (C)Construction up-to slab level: 30% of the loan amount but in cases where the land is already available 40% of the loan amount. (d)Finish level: 15% of the loan amount, for completion/finishing such as doors/windows, flooring, wiring etc. but in cases where the land is already available 25% of the loan amount. (e)Last installment: 5% of the loan amount after obtaining completion certificate from Architect / Engineer. Note: Bill / Vouchers as per estimate and verified by Bank Officer
07	RATE OF INTEREST	Upto Rs 40 lacs – 6.50% p.a. (Simple) Beyond Rs 40 lacs – 7.00% p.a. (Simple)





08	REPAYMENT PERIOD	360 Installments. Recovery of principal and interest to be in 270 and 90 installments respectively. Subject to maximum upto date of superannuation.
09	REPAYMENT	Repayment to be started after 18 months of 1 st disbursement date or from the pay of the month following the completion of house / flat, whichever is earlier. Incase of loan taken for purchase of ready built house, recovery will commence from the pay of the month following that in which the loan is taken. Recovery of principal and interest to be in 270 and 90 installments respectively. Therefore full repayment period is for 30 Years. However, principal amount will be recovered first and interest will be recovered later. Spread of recovery for principal and interest shall be in the ratio of 3:1.
10	SECURITY	Equitable Mortgage of the property to be constructed / purchased along with an undertaking that the house / flat will not be disposed off during the pendency of the loan.
11	DOCUMENTATION	List of documents to be taken while disbursing the Staff Housing Loan: (i) D.P. Note (ii) Undertaking that he/ she has not availed housing loan in the past, if availed then details of it should be furnished. (iii) Stamped Undertaking – from employee that Equitable Mortgage will be created immediately after the sale deed is executed. (iv) Memorandum of deposit of title deed. (v) Stamped Undertaking for deduction of Installments, (vi) Stamped loan agreement for Individual/s (Housing Loans) (vii) Stamped undertaking that he/she will produce all the documents within a reasonable time. (viii) Undertaking to deposit 50% Rent in loan a/c, if let out. (ix) Other document as mentioned in sanction conveyed letter (x) Original agreement to sale executed by builder in favour of borrower, duly stamped and registered*. (xi) Copy of map of the building duly approved by the appropriate authority. (xii) NOC from builder for creating mortgage and noting of Bank's lien if the building is in under construction. (xiii) Share certificate if society is formed, duly supported with NOC from the society for creation of mortgage and noting of Bank's lien in society's record. (xiv) Possession letter in original. (xv) Letter of authority to adjust the loan from terminal benefits, in case of default. (xvi) Before sanction of the loan NEC of the land or house through a Bank's Advocate or Sponsor Bank's empanelled advocate. (xvii) Before sanction of the loan Valuation report of the Bank / Sponsor Bank's Valuer or any Government registered Valuer / Civil Engineer / Architect can be accepted. Note: Comprehensive Insurance policy with Bank's clause should be obtained every year till the loan is settled in full.





		<p>However it may be additionally clarified that : Where the house/property is owned jointly by the employee with his/her spouse, then additionally, guarantee form and stamped undertaking to create equitable / legal mortgage to be obtained from spouse also. *In case of Approved Housing Projects (By Sponsor Bank or SBI): Unregistered 'Agreement to sale' may be accepted by the Regional Manager (General Manager for HO staff) in approved (by Sponsor Bank or State Bank of India) housing projects which are following 'construction linked payment plan' (where disbursements are linked to various stages of construction of housing projects), on case to case basis. Document, evincing due approval of the project by Bank of Baroda or SBI should be obtained and verified by the Competent Authority before considering unregistered 'Agreement to sale'. Tripartite Agreement between Bank, Borrower and the Builder must be obtained on Rs 100/- stamp paper or as per the stamp duty of the state for extending housing loan to the staff members for under construction flats/ dwelling units. (draft of tripartite agreement is enclosed)</p>
12	PROCESSING CHARGES	NIL
13	DOCUMENTATION CHARGES	As per actual.
	ADVOCATES / VALUATION CHARGES	As per actual.
14	ADDITIONAL HOUSING LOAN FOR REPAIRS, MAINTENANCE, ENLARGEMENT, RENOVATIONS	<p>1. Eligibility: (i) After completion of house on availing first housing loan and / or for repair /renovation / enlargement of existing house (in own name). (ii) All confirmed employee of the Bank. (iii) No vigilance matter/disciplinary proceeding pending or contemplated against the staff.</p> <p>2. Purpose: Repair/Maintenance /Enlargement etc. of existing house.</p> <p>3. Loan Limit: Officers – Rs 10 lacs or 75% of estimated cost, whichever is lower. Office Assistant – Rs 7 lacs or 75% of estimated cost, whichever is lower. Office Attendant – Rs 4 lacs or 75% of estimated cost, whichever is lower. Subject to :</p> <ul style="list-style-type: none">Total deductions on account of existing loans' EMI/installment, Income Tax, Provident Fund, interest servicing on Clean overdraft including recovery towards the proposed loan under the scheme and any other recovery etc. not to exceed 60% of the gross salary. <p>4. Rate of Interest : Same as per Regular housing loan.</p>





		<p>5. Repayment 120 Installments Recovery of principal and interest to be in 90 and 30 installments respectively.</p> <p>6. Margin – 25% of estimated cost.</p> <p>7. Disbursement Schedule: In three installments (i) 50% of the sanctioned limit (ii) 45% of the sanctioned limit (iii) 5% of the sanctioned limits to be released after obtaining completion certificate from architect /engineer</p> <p>8. Documents – Same as for Regular Housing Loan.</p> <p>9. Other conditions/guidelines :</p> <p>(i) Simple interest to be charged annually and kept separately. (ii) The scheme is available "As one time measure" for carrying out Enlargement/ Repairs/ Renovations/ Alterations/ Extensions/ to any house/ flat owned in their name or jointly with the spouse, subject to the limits indicated above. (iii) The provision of assistance for the above said purpose is a one time measure, having no linkage with the housing loan. This assistance would be available to all employees irrespective of whether they have availed regular housing loan in the past or not. However, thereafter, no further loan assistance for the purpose would be available. (iv) The employee may be granted Additional Housing loan only after he/ she has taken possession of the house/ flat and he/ she provides an estimate of expenses for carrying out repairs/renovation etc. (v) Disbursement of loan installments will be made through S.B / COD A/C of the staff borrower after obtaining the required documents/papers/bills/vouchers etc.</p>
15	LOCATION OF THE HOUSE PROPERTY	Housing loan proposals of staff members for the House property location outside the notified area of the Bank but within the state of Uttar Pradesh may be accepted for sanction subject to fulfillment of other extant norms/ guidelines.
16	SANCTIONING AUTHORITY FOR REGULAR HOUSING LOAN AND ADDITIONAL HOUSING LOAN FOR STAFF MEMBERS	For staff at Branches & Regional Office - Chief Manager (RO)/ Regional Manager, PSR by Regional Manager / General Manager For staff at Head Office - Chief Manager (HRM), PSR by General Manager

17. PERMITTING EMPLOYEES TO ACQUIRE A 2ND HOUSE WITHIN THE OVERALL LOAN CEILINGS UNDER STAFF HOUSING LOAN:

Employees shall be permitted to avail Staff Housing Loan for purchase of a 2nd House within the overall maximum limit stipulated for the Staff Housing Loan (the loan limits availed for both the houses will not exceed the max. limit stipulated for the Staff Housing Loan) as per the following terms :

A. The amount of loan under Staff Housing Loan for purchase of the 2nd house/ flat will be restricted to :





- 90% of the cost of the 2nd house to be acquired / amount outstanding, as on the date of application, in the loan account raised under public scheme from our bank or from any other financial institution to acquire the 2nd House.
Or
 - Entitlement as per the staff housing loan limits, reduced by Staff Housing Loan limit availed earlier, irrespective of whether the earlier house is sold or not, whichever is lower.
- B. This availment of Staff Housing Loan for purchase of 2nd house (within the overall max. loan limit prescribed) will also be subject to the staff member meeting all other eligibility criteria prescribed.
- C. This facility of Staff Housing Loan for purchase of 2nd house upto the loan limits under the Staff Housing Loan scheme will also be available to an employee even if the employee or his spouse already owns a 1st house in the town/ urban agglomeration where the 2nd house is proposed to be constructed or acquired.
- D. However, in order to ensure that the facility of staff housing loan (which is on concessional terms) is not used for speculative purposes, it is stipulated as under:

Any employee availing the Staff Housing loan for purchase of a 2nd house within his / her overall maximum limit stipulated should not sell such house / property acquired by availing the concessional staff housing loan within a period of 10 years from the date of availment of the loan for purchase of the 2nd house (except in the cases of sale of the house on account of death of the staff member / sale of the house on account of separation of the employee which warrants closure of the loan account immediately).

In the event of the said house / property being sold within the period of 10 years from date of availment for any reason whatsoever (except in the cases of sale of the house on account of death of the staff member / sale of the house on account of separation of the employee which warrants closure of the loan account immediately), this 2nd staff housing loan account will need to be liquidated immediately with the sale proceeds. In such a case, commercial terms and rate of interest as applicable to staff in the case of public housing loan scheme shall be applicable on this 2nd loan account for the entire repayment period from the date of availment to the date of liquidating the account.

- E. If the first house is sold after availment of the loan for purchase of the 2nd house, the entire sale proceeds are to be deposited into the loan accounts, first for liquidating and closing the first loan account and the surplus to be credited into the 2nd housing loan account.
- F. Also, as per the extant guidelines, if any of the house / property acquired by availing staff housing loan is let out, 50% of the rent received is to be deposited into the loan account.

Example1: An officer was sanctioned a Staff Housing loan limit of Rs 20.00 lacs earlier. The current outstanding on the said loan is, say, Rs 15 lacs (principal) and Rs 3.5 lacs (interest). He now intends to avail a Staff Housing loan for purchase of a 2nd Flat costing (say) Rs 50 lacs against his overall eligibility for the Staff Housing Loan. Under the limits, his overall eligibility is for an amount of Rs 60 lacs.

His Staff loan eligibility for purchase of the 2nd flat will be reckoned as the lower out of the following :

90% of cost of the 2nd house (Rs 50 lacs)= Rs 45 lacs

Or

Entitlement as per limits – Staff housing loan limit availed earlier

i.e. Rs 60 lacs – Rs 20 lacs = Rs 40 lacs.





Therefore, in this case, the officer will be eligible for Staff Housing loan for purchase of the 2nd house/ flat for an amount of Rs 40 lacs in terms of the scheme and applicable margin amount for him will be Rs 10 lacs.

Example2: If, in the above example, the cost of the 2nd flat was Rs 35 lacs, then his new staff loan eligibility will be calculated as under :

90% of cost of the 2nd house (Rs 35 lacs)= Rs 31.5 lacs

Or

Entitlement as per limits – staff housing loan limit availed earlier

i.e. Rs 60 lacs – 20 lacs = Rs 40 lacs

Therefore, in this 2nd example, the officer will be eligible for Staff Housing loan for purchase of the 2nd house / flat for an amount of Rs 31.5 lacs in terms of the scheme and applicable margin amount for him will be Rs 3.5 lacs.

18. 2nd Housing Loan modalities in Finacle:

The 2nd Housing Loan account for any employee for purchase of a 2nd house in terms of the approval given by the Board should be opened under a new scheme LA416 named 'Second Staff Regular Housing Loan' with interest Table Code LA050. In terms of the guidelines mentioned above, if the Staff member pre-closes this 2nd Staff Housing Loan account by selling the house prior to completion of 10 years, then the extant interest rates applicable to the Public housing loan scheme will have to be applied to the said account from the date of opening. The interest table applicable to the public housing loan scheme i.e. LA043 will need to be applied in this case.

- However, in case the pre-closure is on account of separation i.e. resignation of the staff member, then the interest table LA043 need not be applied but instead the table LA053 will need to be applied if the resignation is within 5 years from the date of opening of the account. No other separate interest table needs to be applied if the resignation is after 5 years and in that case, the pre-closure can be done, continuing with the earlier interest table code only.
- Also, in case of pre-closure on account of death of the Staff member, then also, no other separate interest table needs to be applied irrespective of the period of the account. In that case too, the pre-closure can be done, continuing with the earlier interest table code only.

19. Linkage of Concessional benefit to Employees staying with the Bank:

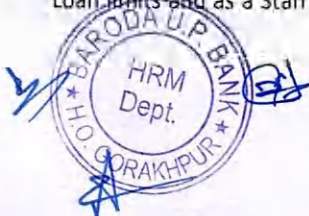
Since this is a major staff loan scheme of the Bank, it has been decided that the concessional benefit under this scheme shall be made available to employees staying with the Bank. Hence, in the case of employees who have tendered their resignation/VRS within a period of 5 years from the date of availment of the staff housing loan, the interest component on the loan will be revised applying the following interest rate from the date of availment of the loan.

Upto Rs 40 lacs – 8% (simple)

Beyond Rs 40 lacs - 9% (simple)

This clause will however not apply to employees retiring on superannuation in the normal course.

20. Life Insurance Cover for Staff Housing Loan : In view of the substantial enhancement in the Staff Housing Loan limits and as a Staff welfare measure to cover for unforeseen situations, it has also been decided that a





Group Life Insurance cover shall be made applicable for all Staff Housing loan accounts being sanctioned under this scheme henceforth. The premium for the same shall be borne by the employees and the one time premium amount may be included as part of the overall loan component, at the option of the borrower. However, this premium amount, if included as part of the loan component will however not be reckoned for calculating the margin.

This group insurance scheme shall protect against the unforeseen consequences of death of the borrower and the family will not be required to repay the outstanding loan amount to the extent of the claim settled by the insurance provider. Bank shall take a Group Credit Life Insurance cover for the Staff housing loan accounts through a tie-up arrangement with one or more insurance companies. The insurance company(ies) will extend the life insurance to the employee based on the one time premium paid to the extent of the loan amount outstanding.

At present, Bank has tie up with M/s Kotak Life Insurance Co. Ltd. for extending Group Credit Life Insurance Cover for staff members availing loan under the aforesaid scheme (terms and conditions are detailed in the attached Annexure-2).

21. Benefit of enhanced limit and rate of interest to employees who have already availed Staff Housing Loan :

- (i) Conversion of any existing housing loan taken by a staff member under public scheme to the Staff housing loan for purchase / construction of a dwelling unit, which fulfills the eligibility/ purpose defined for the Staff Housing loan scheme, may be allowed provided the public loan was availed for purchase of 1st House or 2nd House.
- (ii) An employee, on his promotion from one grade / cadre to a higher grade / cadre may also be permitted to avail of the Staff housing loan upto his / her entitlement of the grade / cadre to which he/she is promoted for repayment of any loan taken under public scheme from the Bank / outside borrowings from a verifiable source, to the extent of the ceilings being proposed herewith or the balance of his original estimated cost whichever is lower.

22. The benefit of rate of interest shall be applied to all existing staff housing loan accounts (including erstwhile amalgamated RRBs) w.e.f. 01.04.2020.

23. For employees who have tendered their resignation/VRS within a period of 5 years from the date of avilment of the staff housing loan, the interest component on the loan will have to be revised applying the interest rates as specified in point no. 19 above from the date of avilment of the loan. For this purpose, a separate interest table code LA053 has been created for handling the cases related to resignation/VRS within 5 years from date of avilment of the Staff Regular Housing Loan or staff housing loan for Repairs / renovations. Regional Offices while passing instructions to branches for relieving of employees on resignation, must verify this aspect of whether the employee has availed Staff Regular Housing loan or Staff housing loan for repairing / renovations and has taken the resignation within a period of 5 years from the date of avilment of the same. In such cases, Regional Office has to specifically advise the Branches to apply / attach the separate interest table code LA053 for both these type of staff housing loans for calculating the balance outstanding and ensure recovery of the same before relieving.

24. Loan eligibility where husband and wife are both employees of our Bank:

In case where husband and wife are both employees of our Bank their eligibility shall be considered as under:





- a. In cases where husband and wife are both employees of our bank, each of them shall be eligible in their individual capacity and entitlement for availing Staff Housing Loan for maximum 2 properties (singly or jointly) as per extant guidelines.
- b. Staff Housing Loan may also be sanctioned to husband and wife who are both employees of our Bank, JOINTLY wherein they can avail of the combined loan limit and their income shall be clubbed for enhanced loan eligibility provided the property proposed to be purchased is jointly held by them.

For example: Mr. A (S-III) and Mrs. B (S-I) (husband and wife) are desirous of availing 1st Staff Housing Loan for a property to be brought jointly by them worth Rs. 1 crore.

The loan limit available to them shall be 90% of the total cost of house or 95 times of Gross Salary of both of them subject to the maximum limit of Rs. 120 lacs (individual limits for Officers is Rs. 60 lacs).

- c. If any of the employees have availed individual Staff Housing Loan for their 1st House, they may also be permitted to avail a Staff Housing Loan for purchasing a 2nd house jointly owned by them up to the remaining limit after deducting the limit availed earlier for the 1st Staff Housing Loan, by clubbing their income for ascertaining their loan eligibility.

For example: Mr. A (S-III) have availed Rs. 40 lacs for his 1st house (singly held) and Mrs. B(S-I) has availed Rs 15 lacs for her 1st house (singly held) and are now desirous of availing staff housing loan for a 2nd property jointly held worth Rs. 1 crore.

The loan limit availed to them shall be 90% of the total cost of house or 95 times of Gross Salary of both of them subject to the maximum limit of Rs. 65 lacs (Rs. 120 lacs – Rs 55 lacs earlier availed by both of them individually).

25. Scheme Codes:

- (i) Regular Staff Housing Loan : LA401
- (ii) Additional Housing Loan : LA404
- (iii) 2nd Staff Housing Loan : LA416

26. Frequently asked questions (FAQ) are attached for clarification of queries as Annexed-1.

Encl: Staff Housing loan application as Annexure-C





Frequently Asked Questions (FAQs) on avilment of Staff Housing Loan:

S.N.	Query	Reply
1	A staff member who has availed Public Loan but not availed Staff Housing Loan earlier and has requested for conversion of his public loan to staff housing loan with eligible limit. Whether the same is permissible ?	Public loan can be converted to Staff Housing Loan upto eligible limit provided the public loan was availed for purchase of 1 st House or 2 nd House.
2	If a staff member has already availed staff housing loan and additional staff housing loan for repairs / renovations, etc. under the earlier schemes, whether staff member can be sanctioned Staff housing loan again as per limit for further construction in the same house, say for construction of additional floor, etc.?	The Staff member has already availed a Staff housing loan earlier, and now wants to construct a new floor, extension of the house etc. Undertaking fresh construction with a fresh estimate, even if it is in the same house, will amount to a new project. Since the scheme permits staff members to avail staff housing loan for 2 nd house also, therefore, for construction of a new floor, fresh construction for extension of the house etc. under a new project, staff housing loan can be sanctioned treating the same at par with that of a 2 nd house. However, fresh valuation of the property to be obtained to ensure that the value of the mortgage after construction covers both the Bank's loans i.e. one taken earlier and the 2 nd being sanctioned for fresh project.
3	Whether a staff member who wants to dismantle the earlier house acquired and constructed out of first housing loan, be sanctioned a 2 nd Staff housing loan for undertaking reconstruction of the house ?	2 nd Staff Housing Loan can be permitted subject that the fresh valuation of the property after construction is sufficient to cover both the staff housing loans. However, it is to be ensured that the mortgage on the land / property is with the Bank at all times, pre and post construction and is extended to cover both the loans.
4	Whether the conversion is to be carried out at the Branch Level where the public loan account is situated or by RO/HO.	The Staff member's application for conversion will be processed at the respective RO/HO under which his / her Branch/office falls which will specify the new terms, installment amount and also fresh documents that may be required to be stipulated showing the loan amounts in the staff housing loan to the respective Branch. The respective Branch will then carry out the conversion of the account as per the new terms and conditions.
5	The conversion of loan availed earlier by employees under the public scheme from our Bank to the Staff Housing Loan is permitted, to the extent of the ceilings or the balance of the original estimated cost, whichever is less. In such cases of conversion since the public loan account is being closed / rescheduled with reduced amount and new Staff Housing Loan account is being opened on conversion, whether fresh equitable mortgage is to be taken in such cases or not.	In case of conversion of earlier staff housing loan scheme/public housing loan scheme to new staff housing loan scheme, only fresh set of documents should be obtained for the new loan amount, save and except for the mortgage. Extension of mortgage may be done to secure the fresh amount to be disbursed under the new Staff housing loan scheme. The earlier mortgage created in favour of the Bank will suffice the purpose as only accounting entries are being passed when the housing loan scheme is being changed (from public to staff scheme). While converting the public housing loan to staff housing loan, an undertaking (in the form of a general undertaking) may be taken from the concerned staff member to the effect that the





		earlier mortgage created will be valid and binding, irrespective of conversion of the public housing loan account to the staff housing loan.
6	Whether benefit of repayment period of loan can be given in account which was earlier sanctioned for lesser period under existing staff loan scheme/ public scheme	<p>On conversion of a staff /public housing loan account into the new staff housing loan, benefit of repayment period can be given in the new/ converted staff housing loan account, on a written application for the same by the staff member.</p> <p>Where no conversion is being done, the earlier staff housing loan accounts may be continued as per the earlier terms of sanction (except for the rate of interest) and repayment period.</p> <p>However, extension of the repayment period in existing staff housing loan accounts of staff members who are due superannuation before the expiry of the earlier stipulated repayment period, may be allowed beyond their superannuation, max upto the age of 70 years and not exceeding 360 installments in all (270 principal and 90 interest) including the repayment period completed earlier. However, all such cases of loan being continued beyond superannuation will be done only after a review of the loan account by the competent authority at the time of retirement to ensure adequate repayment capacity.</p>
7	<p>What is the procedure for conversion of a public loan account into the staff housing loan account, if the same is permissible.</p> <p>In case, the staff member has availed a staff housing loan account and also a public loan account taken in conjunction for purchase of the same property and conversion is requested for the public housing loan account, what will be the procedure for the said conversion</p>	<p>Firstly, it is to be assessed whether the entire Public Housing loan account can be converted into the Staff housing loan in terms of the Staff Housing loan limit or only a part amount can be converted in terms of the balance remaining from the eligible limit.</p> <p>If the entire public loan account can be converted, the public loan account needs to be closed and the balance outstanding transferred to the staff housing loan account. If however, only a part of the public housing loan account can be converted, then the public housing loan account need not be closed but the eligible remaining amount that can be sanctioned under the staff housing loan account may be sanctioned and credited to the public loan account by debiting the staff loan account. The public loan account outstanding will be reduced to that extent.</p> <p>The process of conversion will entail the following steps: Staff member will have to make a specific application in writing for the said conversion</p> <p>The outstanding balance in the public housing loan account (where the public loan a/c is being closed) or the eligible remaining amount (where only a part of the public loan account is being converted) is to be transferred to the staff housing loan a/c (principal a/c). Recalculate the monthly installments for the new principal amount taking recovery of principal to be in 270 installments (as per the scheme) <u>Less</u> the number of installments already completed in the staff housing loan account. The repayment of the new installment amount to start from the same month itself.</p> <p>The interest a/c of the staff housing loan a/c remains</p>





		<p>unchanged and w.e.f. the date of conversion, the interest shall be accumulated in the interest a/c for the new balance outstanding in the principal a/c.</p> <p>In case the principal repayment in the earlier staff housing loan a/c is already completed and only interest repayment is being carried out, then, a new staff loan a/c may be opened and the public loan proceeds may be transferred to the new staff loan a/c. The public loan a/c may then be closed or reduced to the extent of the remaining eligible limit of the staff housing loan, as the case may be.</p>
8	<p>A staff member had availed a staff housing loan and also a public housing loan for purchase of a property. He had also availed loans from his relatives to meet the balance cost of the house or property. Apart from the conversion of the public housing loan a/c into the staff housing loan, whether additional loan amount under staff housing loan can be sanctioned to repay money borrowed from relatives for the said purchase if the balance is there in terms of housing loan limits, after reckoning earlier staff housing loan and the public loan limits ?</p>	<p>The scheme permits conversion of a public loan into the staff housing loan even takeover of loan taken from any other financial institutions (verifiable source) to the staff housing loan to the extent of the ceilings.</p> <p>However, additional loan amount under staff housing loan <u>shall not be granted against personal borrowings taken by staff members from relatives etc. and no reimbursement either in cash or in a/c shall be permissible to liquidate personal borrowings of staff members.</u></p>
9	<p>Whether public loan availed by staff in joint name with spouse, son, daughter etc. will be eligible for conversion to the staff housing loan incase the staff is otherwise eligible for the said conversion in terms of the staff loan limits applicable to him or her ?</p>	<p>In terms of the staff housing loan scheme, staff housing loan can be sanctioned to a staff for purchase of a house or property, which is owned singly or jointly <u>with his or her spouse</u>. Hence, a public loan availed jointly with spouse will be eligible for conversion to the staff housing loan in terms of the staff loan limits applicable to the staff.</p> <p>However a public loan availed by the staff jointly with son or daughter shall also be eligible for conversion to the staff housing loan scheme, <u>as a deviation</u>, provided other conditions for availing the same are satisfied.</p> <p>Also, if the property is in joint names, the spouse /son/daughter has to be made a guarantor for the staff housing loan of the staff member and the mortgage has to be created jointly.</p> <p>A public loan availed by the staff member with any other third party (other than spouse/son/daughter as mentioned above) shall however not be eligible for conversion into the staff housing loan scheme.</p>
10	<p>Whether escalation cost by the builder or development authority can be considered subsequently after sanction of the loan ?</p>	<p>Any escalation cost charged by the builder or development authority can be considered for sanction as part of the overall project cost, even subsequently after the initial sanction <u>but before completion of the construction</u>, subject to meeting the margin and maximum loan ceiling requirements.</p>
11	<p>Staff member had availed additional housing loan for repairs, renovations as per earlier schemes and repayment has started since moratorium is not available for additional housing loan. But</p>	<p>Since the construction is still underway, the staff member can be given the benefit of availing the remaining limit as per the scheme of loan for repairs, renovations etc. provided he / she had submitted an estimate for the higher amount, at the time of availing</p>





बड़ौदा यू.पी.बैंक Baroda U.P. Bank

प्रधान कार्यालय : मुद्र विहार व्यावसायिक योजना, तारामंडल, गोरखपुर-273016
शिविर कार्यालय : ए-1, सिविल लाईंस, रायबरेली-229001, फोन : 0535-2702075
e-mail : ho@barodauprb.co.in

<p>construction/repairs/renovations is currently underway. Whether he /she will be eligible for balance amount as per the eligibility and as per original cost of project?</p>	<p>earlier additional loan for repairs, renovations etc. to the extent of the ceilings as per the scheme or the balance of the original estimated cost, whichever is lower.</p>
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XXXXXXX





Group Credit Life Insurance Scheme with tie-up arrangements with :

- (i) M/s Kotak Life Insurance Company Ltd

As per the guidelines of housing loan scheme the staff members who are taking the Housing Loan from the bank are required to opt the Group Credit Life Insurance scheme from either of the above companies in order to protect against the unforeseen consequences of death of the borrower so that the family of the borrower will not be required to repay the outstanding loan amount to the extent of the claim settled by the insurance provider.

The following are the features & guidelines of Kotak Life Insurance' Group Credit Life Insurance (Kotak Group Assure) scheme :

Product features:

Eligibility: Baroda U.P. Bank staffs availing Housing Loan under Staff Housing Scheme.

Life assured: Life assured is the loan borrower (staff member) who has been given the cover under this plan.

Policy Contract: Will be in the name of the Baroda U.P. Bank.

Cover Amount: The cover amount would be equal to the sanctioned loan amount. Cover would not change in case of loan extension / re-schedulement.

Cover Amount in the event of Claim: The cover amount would be equal to outstanding amount as on the date of claim event as per the cover schedule provided by Kotak Life Insurance (KLI). Cover would not change in case of loan extension / re-schedulement.

KLI is liable to pay the claim amount only to the extent of the amount outstanding in the loan account of the borrower (maximum liability restricted to the amount as per KLI cover schedule). The remaining amount over and above the balance as per the cover schedule to be borne by the legal heirs of the staff members.

Maximum Cover: The maximum cover would be based on a *Declaration of Good Health (DOGH) to a certain limit. Covers above the limit of DOGH would be offered based on medical underwriting.

Cover Term: Cover term shall be same as the loan term or as predefined. (Min term is 2 years)

Entry Age: Minimum 20 Years & Maximum age 58 years (Age calculated as Last Birthday)

Cover Cease Age: 60 years (Cover will cease once member attains this age)

Underwriting Norms: Each customer would need to submit a completely filled and signed DOGH that shall be the basis of the cover for smaller values. For higher covers/age groups, full underwriting norms (financial and medical) will apply.

Sum Assured	Age Bands			
	20-35	36-45	46-55	56-58
upto 100000	DOGH	DOGH	DOGH	DOGH
100001- 200000	DOGH	DOGH	DOGH	DOGH + MT





200001- 300000	DOGH	DOGH	DOGH + MT	DOGH + MT
300001- 400000	DOGH	DOGH + MT	DOGH + MT	DOGH + MT
Above 400000	DOGH + MT	DOGH + MT	DOGH + MT	DOGH + MT

* DOGH - Declaration of Good Health; MT - Medical Tests

* Cost of medical tests would be borne by Kotak Life insurance

Caveats:

- For all covers based on DOGH, claim arising from the death of the staff member due to accident and natural death are covered from his / her commencement of cover.
- Any claim arising as a result of a member under this policy committing suicide within one year of commencement of his/her cover, will be disallowed, 80% of the premiums paid will be payable to the nominee if death due to suicide occurs within one year.

Cover commencement Date: Date of first disbursement of the loan

Cover termination Date: The cover would cease on the earliest of the following:

- (i) The date on which the loan tenure (as per cover schedule) comes to an end (if staff member chooses to cease the cover also).
- (ii) The member attaining the cover cease age.
- (iii) On the date of claim event.

64 VB Deposit:

The staff member's cover will commence from the date of receipt of premium or loan disbursement date (whichever is later) by KLI as deposit under Section 64 VB is not maintained.

Payment of Cover Benefits: The benefits under this policy are payable to Baroda UP Bank. And excess if any, will be paid to the nominee of the staff member.

Foreclosure: In case of foreclosure of loan by the insured member, the cover shall continue till the end of the contracted term, unless expressly surrendered by the member.

Surrender Value in case of surrender after the free look period would be:

$$75\% \times \text{Single Premium} \times \frac{\text{Outstanding Cover Term}}{\text{Total Cover Term}} \times \frac{\text{Outstanding Cover Amount}}{\text{Total Cover Amount}}$$

Operational Process:

Once the staff member agrees for Life Insurance Cover the Baroda UP Bank branch person gets the *DOGH Form completely filled and signed from him/her without any qualification. Self-attested photo copy of valid age proof is also collected from the customer.

At the end of the month, the loan disbursing branch shall send MIS of the list of customers availing of the Life Cover to KLI. The MIS needs to be sent by the 10th of the subsequent month for each relevant month along with the premium for the same.





The details to be submitted are-

1. Baroda UP Bank Branch Name
2. Loan Account No.
3. Customer ID
4. Total Loan Amount
5. Cover Tenure
6. Loan Disbursement Date
7. Full name with initials
8. Gender
9. Date of Birth (dd/mm/yyyy)
10. Country of Residence
11. Cover Amount
12. Cover Commencement date
13. Total Premium collected (including Service Tax)
14. Service Tax
15. Premium (excluding Service Tax)
16. Address of the staff member with pin code
17. Remarks
18. Contact No & E-mail ID
19. Full name of the nominee
20. Gender of the nominee
21. Date of birth of the nominee
22. Relationship of the nominee

Based on the MIS received KLI Group operations team would accept the members. The accepted members shall be issued a "Certificate of Insurance" (COI) through policy holder.

Mode of Remittance of Premium & Issuance Certificate Of Insurance

1. Staff member approaches Baroda UP Bank for loan.
2. Baroda UP Bank official explains the features of the loan to the staff member and in addition also explains him about the insurance cover which could be provided with the loan.
3. Staff member understands the terms and conditions of the coverage, premium payment etc.
4. The staff member expresses his willingness to avail the insurance cover by properly filing and signing the *DOGH Form without any qualification and exception. The insurance coverage is not available if the staff member does not sign the DOGH. The DOGH form will also contain nomination particulars.
5. The staff member is also required to submit valid self-attested photocopy of the age proof along with the DOGH Form to Baroda UP Bank. All the *DOGH Form and the self-attested copy of the age proof are stored by Baroda UP Bank in the loan file of the staff member along with the other the loan documents.
6. Payment of premium:
 - The premium amount is credited to KLI account by Baroda UP Bank. (The account number of KLI is 56720200000115 maintained at our Raebarell main branch)
7. Later a Certificate of Insurance (COI) will be issued to the staff member.
8. Baroda UP Bank will collate the MIS at its head office through its Regional Offices in the enclosed format from its branches and forward the same to KLI on a fortnightly basis.
9. Premium amount will be transferred on prescribed intervals to the KLI's account from the current account maintained in Baroda UP Bank by Raebarell Main Branch.





10. On the basis of the data received from Baroda UP Bank KLI will confirm the insurance coverage for the members to Baroda UP Bank.
11. KLI will generate COI and dispatch the same to the staff member. KLI will also upload it in Swagat (COI) Portal. Regional Offices and branches can also download the COI and issue the COI to the customers, if required.
12. KLI would co-ordinate with one central coordinator to be identified by Baroda UP Bank at its Head Office for all operational requirements.

Claims

In the event of death of a staff member, the claim amount shall be the outstanding amount as per as per the cover schedule provided by KLI as on the date of death.

Baroda UP Bank must intimate KLI of any death under the scheme within 90 days of the death having occurred, with all supporting documents required for processing a claim.

Claim amount will be paid as below:

To Baroda UP Bank - up to the outstanding loan amount (as per KLI cover schedule), and To the nominee/legal heir – the balance, if any.

In any other case apart from the above stated entity claim will be paid directly to the nominee/legal heir

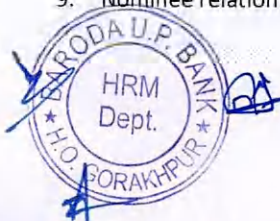
The following details would be required as part of preliminary intimation-

1. Branch Name
2. Branch code
3. Regional Office
4. Customer ID
5. Name of Customer
6. Loan Account No.
7. Contract Date
8. Age
9. Claim Amount
10. Date of Death
11. Place of Death
12. Cause of Death

The intimation needs to be sent to following Id - kli.claimsmitra-group@kotak.com;

The following documents are required for processing the claim-

1. Original COI with Cover Schedule.
2. Original DOGH
3. Duly filled claim intimation form
4. Outstanding loan amount as on date of death
5. Claim discharge form
6. Loan repayment schedule
7. Photocopy of the self-attested age proof.
8. Original death certificate issued by Municipal or other Competent Authority Last attending doctor's certificate stating the exact cause of death.
9. Nominee relation proof and photo id proof.





10. Bank a/c details & RTGS details of the nominee- Cancelled cheque copy.
11. If death has occurred in a hospital, all case history papers.
12. If the death is due to an accident or any other unnatural cause:
 - A certified copy of the FIR filed with the Police authorities.
 - A certified copy of the Post Mortem Report/Autopsy Report.
 - A certified copy of the Driving License, if death occurred while driving.

The claim shall be lodged with Baroda UP Bank who in turn shall inform KLI and comply with documentation / information requirements, if any.

Alternatively, the claim can be lodged at KLI's office at the following address, within the above mentioned time limits:

Group Claims

**Kotak Mahindra Old Mutual Life Insurance Ltd., Kotak Infinity, Zone II, 7th Floor,
Bldg no. 21, InfinityPark,
Off Western Express Highway, Gen. A.K. VaidyaMarg, Malad (E), Mumbai 400097**

KLI may call for additional information and documents which might be necessary for processing the claim.

Frequently Asked Questions (FAQ)

1. What is the difference between this and other insurance policies (individual Policies) which customer might have?

This is a group cover. A group cover has got many advantages over individual insurance policies as the pricing considers group risk rather than individual risk, the cover is significantly cheaper than individual cover. No medical tests are required for smaller covers. The customer needs to fill only a “*Declaration of Good Health”. No financial or other documents required for smaller covers No lengthy proposal form needs to be filled.

2. Does KGA cover all kind of deaths or is it specific to accidental death etc.?

KGA covers death due to any cause, anywhere in the world, 24 hours a day, and 7 days a week. So it covers natural as well as accidental deaths.

In the event of the Member committing suicide within one year of the date of commencement of cover of that member, no claim will be paid however only 80% of the premiums paid (exclusive of service tax) as mentioned in the Certificate of Insurance for that Member will be payable to the nominee.

3. Why the nominee details are required?

KLI is liable to pay the claim amount only to the extent of the amount outstanding in the loan account of the borrower (maximum liability restricted to the amount as per KLI cover schedule). The remaining amount over and above the balance as per the cover schedule to be borne by the legal heirs of the staff members.

4. Where is the nominee details captured?

The nominee details are captured in the *DOGH form.





5. What happens in case of a claim during the tenure of the loan?
6. In case the unfortunate event of death takes place during the loan period, KLI would pay the claim amount to Baroda UP Bank up to its dues or the amount as per the KLI cover schedule, whichever is lower (i.e., The remaining amount over and above the balance as per the cover schedule to be borne by the legal heirs of the staff members.)

Generally all claims would be settled within 15 working days of receipt of complete documents

7. Will the borrower be asked for financial documents for Insurance Cover?

No documents will be required for insurance cover. However for higher cover amounts financial documents as collected by Baroda UP Bank will have to be sent to KLI HO for underwriting.

8. What documents does the customer need to sign to get this cover?

The only additional documents (i.e. in addition to standard loan documents which should include Age Proof / Date of Birth Proof) the customer needs to sign is Declaration of Good Health Form for smaller covers.

9. Can *Declaration of Good Health be waived in cases where customer is not ready to sign it?

*Declaration of Good Health" (DOGH) is the basic document for Life Insurance Cover. No cover would be provided in absence of *DOGH.

10. Who can be a nominee?

Any one of the following can be a nominee

- Spouse
- Parents
- Adult Brother
- Adult Sister
- Grand parents
- Adult children

Adult means above 18 years of Age.

11. Can *DOGH be collected post disbursement of loan?

No. *DOGH is a non-waiveable pre-disbursement document in cases where customer opts for Life Insurance Cover.

12. What happens if it is found that the information provided by customer on *DOGH was incomplete / incorrect?

The contract of Insurance is based on utmost good faith. In case it is found that customer had provided incomplete / incorrect information or had misrepresented any information on DOGH or any other document which is used as a basis for providing this cover, the claim would be rejected.

13. Is it possible to start the cover somewhere, mid-way after a part of the installment has already been paid? If it's permissible, does it entail operational issues?

We suggest that each new customer gets a one-time option to decide to be part of the cover. The operational hassle it entails is not worth taking a customer mid-way. Further every customer who perceives himself to be





of good health will defer taking of cover till he/she feels there is a risk of death for e.g. once a heart attack occurs etc. Therefore we shall not start the cover midway during the tenure for new customers.

14. Till the time customer receives the "Certificate of Insurance" what document would the borrower have as a record of Insurance Cover opted under Kotak Group Assure/ Kotak Group Shield?

Confirmation of Application will be given by Baroda UP Bank to the borrower who has opted for Life Insurance cover.

15. If the borrower genuinely discloses before signing the *DOGH that he/she is suffering from one of the disease mentioned in the *DOGH and is ready to undergo medicals and pay the loading amount. Can the request of the borrower be accepted?

The request of the borrower cannot be accepted because:

This is a Group Policy so it assumes the cost of the group as a whole and the process cannot be customized for each individual as it will not be cost effective for the Insurance Company and will also disturb the process flow set for such group policies.

16. Who will bear the cost of medical test for the borrowers eligible under medical questionnaire + medical test?

For the borrowers who fall under the medical questionnaire + medical test category as per the medical underwriting matrix, the cost of medical test for such borrowers is borne by Kotak Life Insurance (KLI).

17. Why no insurance cover is provided for non income earner even though he/she is the borrower/co borrower in the loan?

This is a customized product designed to protect the liability of the borrower. Death of the non income earner will not affect the repayment of EMI's of the loan. Providing a cover to the non income earner would violate the basic principle of Insurance of Moral hazard. So the non income earner is not provided insurance cover.

18. Will the claim be considered where papers are in transit? For E.g. Borrower has submitted the *DOGH Form and the photocopy of the self-attested age proof to Baroda UP Bank and the loan is disbursed by Baroda UP Bank after retaining premium. Papers are submitted monthly/fortnightly to KLI.

The cover commencement date for the borrower falling under the DOGH category is the date of disbursement of loan. During the transit period claim can be considered and settled subject to terms and conditions in the policy contract, provided the documents are in order and correctly and completely filled.

In case of settlement of claim, is the borrower required to submit the original death certificate or an attested copy of the same will do?

Multiple original death certificates are issued by authorities.

19. For medical cases can the borrower take the disbursement before appearing for medicals and before a revert is received from KLI?

Ideally, the disbursement should happen only when the borrower has completed the medical/financial formalities and the acceptance of risk is communicated by KLI to Baroda UP Bank. However in exceptional cases, the borrower can take the disbursement before medicals, but the borrower has to complete the medical formalities within one month of the date of disbursement.





The result of the Medical test can also be one of the criteria for Baroda UP Bank to take a decision of whether the loan be disbursed to the borrower or not.

20. Can the insurance cover amount be increased, if the borrower enhances/reduces the loan amount at the disbursement stage?

No, the insurance cover amount cannot be increased at the disbursement stage. The original sanction amount will remain as the cover amount irrespective of enhancement/reduction in the loan amount at the disbursement stage. Similarly, the insurance cover tenure will also not change and will remain the same as agreed at the sanction stage.

21. What happens in case of foreclosure of loan by the borrower?

In case of foreclosure of loan propionate premium is refunded as per the terms of conditions of the policy contract. The propionate premium is refunded to the borrower through NEFT when he/she submits the bank account details along with the foreclosure details. Also, there is an option for the borrower. In case of foreclosure of loan by the insured member or transfer of loan to another company by the insured members, the cover shall continue till the end of the contracted term, unless expressly surrendered by the member.

22. As the loan amount increases when the premium amount is funded, what amount will the borrower get?

The borrower will get the amount that was required by him/her for loan, the excess amount will be paid by Baroda UP Bank to KLI as the cost of insurance cover. (Premium amount) E.g. If the borrower applies for loan of 600,000 and also opts for Insurance Cover then his loan amount would increase to Rs.619,911 (Rs. 19,911 being the premium amount). The borrower will get the amount of Rs. 600,000 and Rs. 19,911 will be remitted to KLI by Baroda UP Bank.

23. When is the scribe Signature required?

Scribe signature is required when the borrower/member signs the *Declaration of Good health/ Medical Questionnaire in language other than English. Scribe can be any person who explains the document to the borrower/member.

24. Why reducing cover for housing loan borrowers?

Housing loan is generally a long tenure loan. If the Insurance cover is flat then the premium amount payable by the borrower will be considerably higher. In case of reducing cover the borrower pays only for the amount that is required to protect his loan liability.

25. What is the cover amount in case of part disbursement of housing loan to the borrower?

The cover amount is the amount sanctioned by Baroda UP Bank. The single premium is paid by the borrower for the sanctioned amount.

26. What is the claim amount in the event of the death of the borrower before the full disbursement of the loan?

Cover amount is the amount sanctioned to the borrower by Baroda UP Bank. In the event of death of the borrower before the full disbursement of the loan claim amount will be as per the amortization schedule agreed and the sanctioned amount will be amortized for the tenure sanctioned to the borrower. The claim amount will be the amount outstanding as on the death of the borrower as per the amortization schedule.

XXXXXXXXXXXXXXXXXXXX

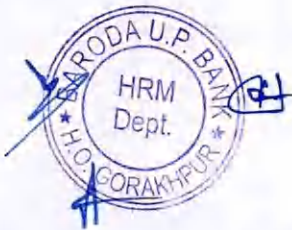




SCHEME FOR FESTIVAL ADVANCE

Particulars	Details of the Scheme
Eligibility	All confirmed staff members of the bank.
Purpose	To meet the Festival related expenses.
Limit	One month Gross salary* for all cadres *For the purpose of festival advance one month gross salary would mean Basic Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Fixed Personal Pay, Professional Qualification Pay. Incase of Officers who are availing 150% HRA, notional HRA i.e. minimum HRA may be included for the purpose of computing total emoluments. The maximum eligible festival advance to be kept to the nearest thousand for accounting purpose.
Repayment	Repayment will be in -10- equal monthly installment commencing from following month of disbursement.
Sanctioning Authority	(i) For Branches and Staff of Regional Offices Sr. Manager (HRM)/ Chief Manager (RO)/Regional Manager (ii) For Head Office Staff: Sr. Manager (HRM)/Chief Manager (HRM)/General Manager
Rate of Interest	NIL
Other Terms	1. Festival Advance can be availed once in a year i.e. from March to February for one festival only. 2. The Festival advance is to be disbursed in one lot to the employee concerned, however, not earlier than 30 days prior to the date of festival. 3. If a staff member desires to liquidate the advance earlier than scheduled (i.e. before 10 months installment period), he/ she may be allowed to do so, but he/she can avail of another festival advance only after the expiry of 10 months of installment period, subject to the rule of availing one festival advance during one year commencing from March to February.
Scheme Code	LA415

Encl: Festival advance application as Annexure-D





Scheme for Consumer/Exigency Loan

Particulars	Details of the Scheme
Nature of Loan	Term Loan
Eligibility	1) All permanent staff members, who have completed 02 years service in bank. 2) The staff members who have not availed "Clean Overdraft Facility" of the Bank. 3) Against whom no disciplinary action is pending/ contemplated. 4) Total deduction should not exceed 60 % of gross salary.
Purpose	Purchase of Consumer items (including personal computer) / Any other purpose except speculation.
Limit 1) Consumer	Officer - Rs. 0.50 lac Office Assistant - Rs. 0.40 lac Office Attendant - Rs. 0.20 lac
Limit 2) Exigency	One month's basic pay for every completed year of service with a maximum of 10 month's basic pay (to be rounded off to the nearest thousand) subject to further to the following ceiling: Officer - Rs. 2.25 lac Office Assistant - Rs. 1.50 lac Office Attendant - Rs. 0.75 lac
Margin	NIL
Repayment	Maximum 60 EMI. The repayment period shall be fixed in such a manner that the entire loan is repaid well within the service period of the employee. NB: Total deductions including EMI of the proposed term loan shall not exceed 60% of the gross monthly salary of the staff. The deductions shall include tax and other statutory liabilities, loan installments, excess recovery by Bank.
Sanctioning Authority	(i) For Branches and Staff of Regional Offices Chief Manager (RO) / Regional Manager. PSR shall be done by Regional Manager /General Manager (ii) For Head Office Staff: Chief Manager (HRM). PSR shall be done by the General Manager
Rate of Interest	As applicable for 'Scheme for Clean OD facility' in RRB i.e. 8% p.a. on compound basis with monthly rest.
Documents	<u>Consumer loan</u> 1. D.P. Note. 2. Letter of Authority to deduct installments from monthly salary. 3. Certificate of availment. <u>Exigency loan</u> 1. D.P. Note. 2. Letter of installment to deduct to deduct installments from monthly salary. 3. Letter of Authority to adjust the loan from terminal benefit.
Scheme Code	Consumer Loan : LA407 Exigency Loan : LA405

Encl: Consumer/ Exigency loan application as Annexure-E





SCHEME FOR BUPB LOAN TO PENSIONERS

Purpose	For any purpose other than speculation.
Target Group	<ul style="list-style-type: none">Retired Employees of BUPB/eBUPGB/ePB/eKGSGB.Family pensioners of BUPB/eBUPGB/ePB/eKGSGB.
Eligible Borrowers	<ul style="list-style-type: none">Pensioners/ Family pensioners drawing pension through our Bank's branches. <p>Family Pensioner: Spouse authorized to receive pension after the death of the pensioner.</p> <p>Pensioner should be drawing pension through the branch for minimum last -3- months and his/ her account should have been conducted satisfactorily i.e. no case of return of cheques for financial reason should be observed.</p> <p>Note: Retirees who are sanctioned Compassionate Allowance & Provisional pension are not eligible for loan under the scheme.</p>
Age Limit	Minimum: 21 Years Maximum: 75 years (including repayment period)
Loan Limit	18 times of monthly pension with a ceiling of: Regular Pensioners: Forageup to70years :Rs. 5.00Lacs Forageabove70years:Rs. 3.00Lacs For Family pensioner: Forage up to70years :Rs. 1.50Lacs Forageabove70years :Rs.1.00Lac Total monthly deductions including proposed EMI and EMIs of existing loans (if any) should not exceed 60% of monthly pension.
Repayment Period	Regular Pensioners/FamilyPensioners: 60 months. The repayment period shall be fixed in such a manner that the entire loan is repaid within 75 years of age of pensioner.
Rate of Interest	BPLR 14.25% - 4% i.e., 10.25% at present.
Penal interest	Penal interest @2% shall be levied on overdue amount
Penaltyfor Prepayment	-NIL-
Unified Processing Charges	-NIL-
Security Documents	<ol style="list-style-type: none">DP Note.Letter of installment with Acceleration clause.Declaration cum Undertaking cum Authority.Authority letter to recover monthly installment from pension account – Annexure F(a).Undertaking from Legal heirs to pay banks dues in the event of death or default by the pensioner (Not to be obtained if wife is alive or personal guarantee of person nominated to receive





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	<p>family pension is obtained as a condition of the sanction) – Annexure F(b).</p> <ol style="list-style-type: none">Letter from the Pensioner undertaking not to transfer the pension payment, during the currency of the loan, to any other branch of our Bank/ other Bank without prior written consent of the Branch – Annexure F (c).Personal guarantee of wife, if alive, or personal guarantee of person nominated to receive family pension (in case the nominee is a minor, guarantee of the guardian of the minor is to be obtained).Personal guarantee of legal heirs with adequate means in case of family pension.Duly signed post dated cheques.Assignment of existing Life Insurance Policy, if available (i.e. it is not a precondition for sanction. Branches should endeavor to obtain Assignment of LIC policy, if the applicant is already having Life insurance Cover).
Documents required to be submitted by applicants	<ol style="list-style-type: none">Application form.Passport Size Photograph.Identity proof.Residence /Address Proof.Details of Pension/PPO No. etc.
Risk rating	Credit rating will be done as per existing guidelines under Clean Loan Rating Model as per Annexure F(f) and Loan shall not be extended to the borrowers getting scores below cut off mark i.e. 30.
Other Conditions	<ul style="list-style-type: none">Monthly installments to be recovered from the pension paid by the branch every month on the date of payment of pension without fail.Proper noting is to be made in the borrower's pension file regarding granting of the loan to ensure that the pension payment is not transferred to any other branch/bank during the currency of the loan.CIBIL data of applicant should be verified.
Lending Powers	As per Discretionary Lending Powers.
Powers of Deviation	No Financial/non-Financial Deviations/Concessions in respect of scheme parameters/ guidelines are to be considered.
Letter to Pensioners	<p>Branches can send letter to those pensioners who satisfy basic criteria of the scheme for mobilizing proposal.</p> <p>A draft pre-approval letters is given in Annexure –F(d) which may be sent to the pensioners after filling up the necessary information in it.</p>
Scheme Code	LA147

Encl: BUPB loan for pensioners application as per Annexure-F



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Annexure - A

APPLICATION FOR SANCTION / ENHANCEMENT OF CLEAN OVERDRAFT FACILITY

The Regional Manager/ Chief Manager,
Baroda U.P. Bank,
Region/ Office.....
Distt.....

Dear Sir,

I apply for Sanction / Enhancement of a clean overdraft for the total limit of Rs.....
(Including my existing limit of Rs.....), in terms of Bank's Circular No.
..... dated

I hereby declare that I have already availed COD limit of Rs On(date of
sanction) from(Name of Branch) (Region) and present outstanding
is Rs..... as on date of application in my COD A/c No.(Please strike
out if not applicable)

I undertake to pay the interest as and when applied in the Overdraft account but maximum within a
period of 07 days and authorize you to deduct the same from my salary and other dues. I also
undertake to repay the entire outstanding in the account along with all interest due immediately in the
event of my ceasing to be in Bank's service for any reason whatsoever.

- 01- Name of the Employee :.....EC. No
- 02- Cadre :
- 03- Officer /Office Assistant / Office Attendant :
- 04- Designation :
- 05- Name of Branch / Office where posted.....
- 06- Date of Joining :
- 07- Date of Birth :
- 08- Name & relationship of P.F. nominee:
- 09- Name & relationship of Gratuity nominee
- 10- Present residential address:
- 11- Permanent residential address.....





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12- Details of Loans Outstanding-

A	Exigency Loan	Rs.	B	Reg. H/ Loan	Rs.
C	Consumer Loan	Rs.	D	Addl. H/ Loan	Rs.
E	Conveyance Loan	Rs.	F	Any other	Rs.
G			H		

13- I declare & undertake that on account of the Bank having sanctioned me an overdraft facility:

- I will not utilize the same for transaction of a speculative nature and /or for investment in shares, equities, etc. for speculative purposes.
- I shall not be entitled to apply /avail staff loans of any kind from the Bank other than Housing loan, Vehicle loan, and P.F. loan sanctioned by trustees if any.
- I shall not avail any loans from outside sources for which installments will have to be deducted and remitted by the Bank to such outside sources during the period of operation of the overdraft facility sanctioned by the Bank.
- I have fully understood all the terms and conditions of the overdraft scheme and shall abide by the same failing which I will render myself liable to repay the entire outstanding in my overdraft account along with any interest due and shall also render myself ineligible for being granted any further facility under the scheme or under any other staff loan schemes of the Bank besides it being open for the Bank to initiate appropriate disciplinary action against me.

14 - I further authorize the Bank :

- To designate the overdraft account for credit of my monthly salary and allowances.
- To close all my staff loan accounts other than Housing loan, vehicle loan and P.F. loan sanctioned by the trustees if any and transfer the balance outstanding in those accounts to the newly opened OD account immediately.
- Not to deduct any further installments from my salary for remitting to any outside lender after sanction of the overdraft facility and to treat any earlier authority given by me in this regard as revoked.

Place :

(Signature of the applicant)

Date :

Name :.....

Encl : Please attach Latest salary slip





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Annexure-B

Loan application for purchase of Car/Four Wheeler/ Two wheeler (Scooter/Motorcycle/Moped)

The Chief Manager/ Regional Manager

Baroda U.P. Bank

Office

Dear Sir,

I hereby apply for a loan of Rs(Rupees.....)for purchase of vehicle on the terms and conditions stipulated in Bank's circular no.dated.....along with all requisite papers required for sanction of Loan. I undertake to repay the loan ininstallments.

1. Name :
2. E.C. No :
3. Designation :
4. Date of Joining the Bank :
5. Date of Birth :
6. Date of Promotion :
7. Date of Confirmation :
8. Permanent Address :
9. Present Address :
10. Full particulars of vehicle proposed to be purchased
 - (a) Make :
 - (b) Model :
 - (c) Price of the vehicle (Excl. Insurance, RTO registration charges, cost of accessories etc.) :
 - (d) Total cost of vehicle (as per quotation) :
 - (e) Market value as per the valuation certificate (in case of old vehicle) :
 - (f) Sum assured as per Insurance co. (In case of old vehicle)(copy encl.) :
11. Amount of loan applied for Rs. :
12. Margin Money :
13. Source of Margin Money :
14. Existing borrowings from the Bank & outside sources

Bank/Financial institutions	Original amount	Loan	Repayment period	Present outstanding	EMI





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15. (a) Present Basic Pay :
- (b) Monthly gross Salary :
- (c) Total deduction :
- (d) Net Salary :

16. Particulars of loan availed in the past for the purchase of Car / Two wheeler (Motorcycle/Two wheeler (Scooter/motorcycle/moped):

Purpose	Amount sanctioned	Date of sanction	Present O/S	If liquidated in full, the date of closing the A/C

17. Sale proceeds of the previous vehicle, if the old vehicle is sold during the pendency of old loan:

18. I hereby undertake that –

- (a) I will submit the registration of the vehicle with Bank's lien noted on it, within -15- days from the date of registration with R.T.O.
- (b) Comprehensive insurance cover of the vehicle will be made and copy of the same will be submitted to the Bank immediately.
- (c) The blank TTO form duly signed by me will be submitted to the Bank.
- (d) All related bills and vouchers in original will be submitted to the Bank.
- (e) In consideration of the loan disbursed I will hypothecate the vehicle in favour of the Bank.
- (f) I will abide by all the terms and conditions of the referred circular or any modifications thereof made from time to time.

19. Certified that –

- (i) I have satisfied myself thoroughly regarding the condition of the vehicle proposed to be purchased by me. It is in good running condition (applicable in case of purchase of old vehicle).
- (ii) The particulars as stated above are correct to the best of my knowledge and belief.

(Signature of Officer /Employee)

Name of Officer / Employee: _____

Date :





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Annexure-C

(APPLICATION FORM FOR STAFF HOUSING LOAN)

(For Construction/Purchase/Additions/Repairs & Renovation purpose)

The Chief Manager/ Regional Manager

Baroda U. P. Bank

Office

.....

Dear Sir,

I hereby apply for housing loan under Bank's staff housing loan scheme for staff vide circular no. dated for Rs.....(Rs.....) for construction / purchase of land / house / flat / additions / repairs & renovation situated at District.....

The detailed information are given below.

I undertake to repay the loan in..... monthly installments.

1. **Name in full (In block letters).** :
2. **Employee Code No.** :
3. **Designation.** :
4. **Name of the Branch / Office.** :
5. **Date of joining the Bank.** :
6. **Date of Birth.** :
7. **Marital Status.** :
8. **No. of dependents.** :
9. **Place of domicile.** :
10. **Basic Pay. :** **Total Salary. :**
11. **Total deductions. :** **Net Salary. :**
12. **Does he/she posses land / house in his / her name or jointly with family members.** :
13. **Does he / she have right of ownership in ancestral house/ Flat** :
14. **Is he / she availed housing loan earlier, If Yes, please mention details** :

Amount of Loan sanctioned	Date of Sanction	Period of loan	Present o/s	Date & Year of repayment, if already repaid





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15. Whether house / flat is exclusively required for his / her own purposes. :.....
16. Whether house / flat being purchased / Constructed will be rented partly / fully :.....
17. Present residential address. :.....
18. **PARTICULARS REGARDING PROPERTY TO BE PURCHASED:**
- a) Nature of property-**
- i. Land & construction thereon to be made individually/ through society :.....
- ii. Purchase of house / tenement in / outside society :.....
- iii. Purchase of Flat from Builder. :.....
- iv. Extention/alteration of owned house/flat :.....
- v. Repairing / renovation of house/flat. :.....
- b) Place of the property-**
- i. Plot/Araji/House No. :.....
- ii. Locality- :.....
- iii. City- :.....
- iv. District- Pin Code:.....
- v. State -..... : Uttar Pradesh
- c) Whether place of property is in the limit of Gram Panchayat/Municipal Corporation/ Development Authority :.....
- d) Population of the place where property is to be purchased/situated as per latest census report :.....
- e) Name of the vendor / Allottee of the property to be purchased, if related to applicant please state the relationship :.....
19. Nature of documents /conveyance deed to be executed in his/her favour :.....
- i) The purchase price agreed to be paid (please submit copy of agreement / Allotment letter etc) :.....
- ii) Amount of loan eligible as per rules :.....
20. Sources of margin money for purchase /construction :.....
21. Whether any outstanding dues to be paid on account of the property to be purchased if yes please give the amount paid & party to whom it is to paid :.....
22. Whether title of the property is clear and unencumbered (please submit bank's approved Advocate/ solicitor's legal opinion / NEC). :.....
23. Whether property to be purchased is within the area of Urban Land Ceiling and Regulation Act,1976) :.....
24. Whether property to be purchased :.....





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- would be mortgaged to the bank. :.....
25. Whether land of the property is non-
agricultural land (please submit copy
of certificate/permission) :.....
26. Whether permission for construction
of the house flat / tenement is
obtained and plan is approved by the
concerned authority.(please submit copy
of permission and approved plan) :.....
27. Area of land :.....
28. Area of construction :.....
29. Carpet area of the flat :.....
30. Estimated cost of construction in detail with
specification by the Engineer / Architect & /
or valuation report of the bank's approved
Engineer/ Architect :.....
- 31. PARTICULARS REGARDING PROPERTY PROPOSED FOR
/RENOVATION/ REPAIR /EXTENSION :.....**
- (i) Area of land and area of construction :
- (ii) Details of constructed house :
- (iii) Present requirement :
- (iv) Estimated cost of Repair/ Renovation / Extension :

Place :

Date :

Signature of the applicant

Name &EC :

Mob. :

Note :

- Please note to apply with concrete proposal along with original agreement / allotment letter / Valuation report etc.
 - Please note that the sanction of loan will be valid for six months from the date of sanction.
 - Disbursement will be made after executing required documents as per sanction letter.
-





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प्रधान कार्यालय : बुद्ध विहार व्यावसायिक योजना, तारामंडल, गोरखपुर-273016
शिबिर कार्यालय : ए-1, सिविल लाइंस, रायबरेली-229001, फोन : 0535-2702075
e-mail : ho@barodauprb.co.in

TRIPARTITE AGREEMENT

This Agreement is made this _____ day of _____ 20____

AMONGST

1. Shri / Smt. _____, S/o / D/o / W/o Shri _____, aged about _____ years, residing at _____

2. Shri / Smt. _____, S/o / D/o / W/o Shri _____, aged about _____ years, residing at _____ (hereinafter called '**Borrower/s**' which expression shall, unless repugnant to the context or meaning thereof, be deemed to and include his /her/ their respective survivor or survivors & the legal representatives, heirs, executors or administrators), **of the FIRST PART;**

M/s _____ a body corporate as constituted under any Act [OR] a Private Limited Company incorporated under the provisions of the Companies Act 1956, [OR] a Partnership Firm within the meaning of Indian Partnership Act, 1932, having its Registered Office at _____ [OR] Shri / Smt. _____ running a Sole Proprietorship Concern under the name and style M/s _____ (hereinafter called '**the Builder**' which expression shall, unless repugnant to the context or meaning thereof, be deemed to include his/ her/ their legal representatives, heirs, executors, administrators / successors and assigns) [Income Tax P A No: _____] represented by authorised signatory Shri / Smt. _____, (authorised as per Board Resolution dated _____ of the Builder) **of the SECOND PART;**

AND

BARODA U.P. BANK, a body corporate constituted and having its Head Office at Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur - 273016 and a Branch amongst other places at _____ (hereinafter called the '**the Bank**' which expression shall, unless repugnant to the context or meaning thereof, be deemed to include its successors and assigns) **of the THIRD PART.**

WHEREAS M/s _____ having their office at _____ being the absolute owner/s of the property described hereunder as Schedule 'A' property (hereinafter referred to as the 'Schedule 'A' property') represented by _____ (hereinafter called 'the Seller') have entered into an Agreement with the Builder for developing the Schedule 'A' property and for construction of houses/apartments / flats as the case may be.





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WHEREAS the Seller has also by an irrevocable General Power of Attorney dated _____ registered before the _____ S.R.O. as Doc. No. _____ duly authorised the Builder to develop residential layouts in the Schedule 'A' property and to construct and to sell and to execute Sale Deeds in favour of the intending purchasers of such residential layouts / Villas / Houses / Flats as the case may be.

WHEREAS the Builder after getting the lay out plan approved by _____ Authority has developed/resolved to develop / construct the Schedule 'A' property into a _____ (hereinafter referred to as 'the Project') consisting of Residential as well as Non-Residential buildings and further authorised Shri _____ to do all the acts and deeds in this regard, including execution of Sale Deed, Construction Agreement and all other requisite documents.

WHEREAS the Builder will as part of the project be constructing in the Schedule 'A' property a multistoried residential building known as ' _____ ' consisting of residential units, open / covered car park, common areas, common lobbies etc. (hereinafter referred to as 'the Residential Building') and has submitted requisite application before the _____ Corporation / Municipal Council / Gram Panchayat for the said purpose and the same has been sanctioned and approved vide Permit No. _____ dated _____.

WHEREAS the Borrower is desirous of purchasing one such residential unit to be constructed along with undivided share in the Schedule A property, more fully described hereunder in Schedule 'B' with all amenities and common facilities attached thereto (hereinafter referred to as 'the Schedule 'B' property'), and has approached the Builder for purchase of the Schedule 'B' property.

WHEREAS the Borrower has entered into an Agreement for Sale / Development Agreement and Agreement for Common/Additional Areas & Amenities (hereinafter referred to as 'the said Agreements') with the Builder on _____, _____ and on _____ respectively for purchase and/or construction of Schedule 'B' property with the specifications mentioned in the said Agreements and the Builder has agreed to construct, hand over and transfer all right, title and interest in respect of the Schedule 'B' property along with amenities to the Borrower for the latter's peaceful vacant possession and enjoyment, on the terms and conditions mentioned in the said Agreements, for the Sale Consideration mentioned in the said Agreements and the Borrower has agreed to pay the Sale Consideration subject to the terms and conditions mentioned in the said Agreements. The time mutually agreed by the Borrower and Builder for completing the transaction / construction as per the said Agreements is _____th month from _____ / the date of Approval of Plan by _____ with a grace period of _____ (_____) months.

WHEREAS the Borrower has approached the Bank for financial assistance (hereinafter referred to as the 'Loan') for purchase of the Schedule 'B' property and the Bank has agreed to sanction the Borrower the Loan upon terms and conditions set out in the Bank's Sanction Letter No. _____ dated _____ and those contained in the Loan Agreements executed / to be executed by the Borrower in favour of the Bank as also on the conditions set out hereunder.





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WHEREAS one such condition contained in the Bank's Sanction Letter is that the Borrower shall create security by way of Mortgage / Charge of Schedule 'B' property in favour of the Bank and the Builder shall give free consent and render all requisite assistance to the Borrower to create Mortgage / Charge on Schedule 'B' Property in favour of the Bank.

WHEREAS the title to the Schedule 'B' Property shall be conveyed by the Builder unto the Borrower/the Co-operative Housing Society or the Limited Company of which the Borrower will be taken as a member, after _____ months / years, viz., the time mutually agreed by the Borrower and Builder as per the said Agreements.

WHEREAS the Borrower is not in a position to create Mortgage by deposit of title deeds / Charge in respect of the Schedule 'B' Property for the time being, since the absolute Sale Deed will be executed by the Builder in favour of the Borrower the Society or the Limited Company of which the Borrower will be taken as a member, only upon completion of construction of Schedule 'B' Property and upon payment of full Sale Consideration of the Schedule 'B' Property by the Borrower.

WHEREAS the Borrower and the Builder have jointly requested the Bank to disburse the Loan to the Borrower on the basis of the said Agreements as also on the covenants / representations of the Builder / Borrower herein in the absence of sale deed by the Builder in favour of the Borrower and/or formation of a Co-operative Housing Society or Limited Company and the Borrower being taken a member thereof and the Builder has agreed /undertook to execute requisite documents conveying title in favour of the Borrower/ Co-Operative Housing Society or Limited Company, the Borrower will be taken as a member whereof.

AND WHEREAS the Bank has agreed to sanction the Loan to the Borrower based on the representations / declarations / undertakings of the Borrower and the Builder herein and further subject to the terms contained in this Agreement.

NOW IN CONSIDERATION of a sum of Rs. _____ (Rupees _____ Only) already deposited by the Borrower with the Builder on _____ as initial payment for purchase of the Schedule 'B' Property and a further sum of Rs. _____ (Rupees _____ Only) to be paid by the Bank directly to the Builder from the Loan account of the Borrower as per the demands for payment by the Builder as agreed to between the Borrower and the Builder, it is hereby agreed, declared and undertaken as follows: -

1. The Builder has absolute right, title and saleable interest over the Schedule 'A' & Schedule 'B' Property. The Builder declares that the entire property is not subject to any mortgage or charge in favour of any other financial institution or bank or any other creditor and is free from all sorts of encumbrances. The Builder has not entered into any other Agreement with any persons / parties in respect of the Schedule 'B' Property, other than the Borrower.
2. The Builder has obtained all requisite permissions/approvals/sanctions for construction of Schedule 'B' Property from all the competent authorities concerned and undertakes to construct the same in accordance with the approved plans. The Borrower has examined and is satisfied with the title of the Builder over the said properties and about the approvals.
3. The Builder has no objection to the Bank giving a loan to the Borrower and creation of charge over the Schedule 'B' Properties in favour of the Bank by way of security for the loan granted to the Borrower and has noted the lien of the Bank over the Schedule 'B' Property.
4. This Agreement shall be in addition to the said Agreements entered into by the Builder / Borrower and shall be enforceable notwithstanding any of the terms and conditions contained





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- in the said Agreements between Builder and Borrower and in case of any contradiction the terms hereof shall supersede, and binding.
5. The Borrower hereby irrevocably, voluntarily and unconditionally authorise the Bank to disburse the Loan, directly to the Builder without reference to the Borrower and merely on production of Quote / Demand Note / Estimate /Certificate/ Bill by the Builder provided there is no dispute regarding the Quote / Demand Note / Estimate /Certificate/ Bill while making payment as above. Any disputes / protests shall be resolved by the Borrower and the Builder without reference to the Bank. In case the payment to the Builder is delayed due to such disputes / protests, the Bank shall not be liable under any circumstances for the damages / loss caused / likely to be caused to the Builder or to the Borrower.
 6. The Borrower hereby declares that the payment made in the above manner by the Bank to the Builder shall be as effective and binding on him as if the payment is made through the Borrower. The Borrower shall not question such disbursement at any time. Further, the payment as mentioned above shall be valid discharge by the Bank.
 7. Notwithstanding anything to the contrary contained herein, the Bank may at its sole discretion refuse to disburse the Loan, until: -
 - a) The Borrower pays his own contribution in full to the Builder, i.e., the cost of Schedule 'B' Property (including escalation, if any) less the loan and / or,
 - b) Progress and need of construction evidenced by the Certificate of Architect justifies (the Bank being the sole judge thereof) the disbursement requested.
 8. Notwithstanding the disbursement of Loan to the Builder, the Borrower shall continue to be liable to pay the installments / dues in respect of the Loan with the applicable rate of interest fixed by the Bank along with other costs and expenses and subject to the Terms and Conditions set out in Bank's Sanction Letter No. _____ dated _____ and the loan documents executed by the Borrower in favour of the Bank, whether or not the possession of Schedule 'B' property was received by the Borrower.
 9. The increase / escalation of Cost of Construction shall not affect the liability of the Bank in making disbursement as above and any increase / escalation shall be borne / met by the Borrower and the Bank's liability to make payment to the Builder shall not exceed Rs. _____ (Rupees _____ Only) at any time.
 10. Disbursement of the amount under the Loan to the Builder shall be purely the discretion of the Bank and the Builder / Borrower shall not, as of right, demand any amount or part of the amount under the Loan.
 11. The Bank shall not be liable to pay existing and future rates, taxes, cesses, assessments and all other impositions whatsoever now or hereafter charged or levied or imposed in respect of the Schedule 'A' or Schedule 'B' properties, including water taxes and all other impositions whatsoever.
 12. The Borrower undertakes that he shall not, without the prior written consent from the Bank, exchange the Schedule 'B' property for any other unit.
 13. The Builder undertakes to the Bank that he shall bring to the knowledge of the Bank the request, if any, of the Borrower to exchange the Schedule 'B' property for any other unit and further binds himself that he will not accept any such request of the Borrower without the prior written approval of the Bank.
 14. The Builder shall maintain a separate account for the Borrower and adjust the payment received by it from the Bank / Borrower against the cost of the Schedule 'B' Property.
 15. Notwithstanding anything contained in the said Agreements, the Bank shall always have the first charge over the Schedule 'B' Property, until and unless the entire dues outstanding in





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- respect of the Loan to the Borrower is fully realized / recovered with updated interest at the applicable rates and other charges. The Builder cedes First Charge in respect of the Schedule 'B' Property in favour of the Bank.
16. The Borrower / Builder agree and undertake that on completion of construction of the Schedule 'B' Property, its possession shall be handed over to the Borrower subject to the confirmation from the Bank along with the Conveyance of title / Sale Deed / Possession Letter (Originals whereof the Builder shall hand over on behalf of the Borrower to the Bank in terms of clause 16 hereof), once the Borrower complies with the payment terms and conditions as contained in the said Agreements. The Builder further agrees and undertakes that without obtaining prior written approval from the Bank the Builder shall not part with the possession of Schedule 'B' Property to the Borrower and retain possession thereof for and on behalf of and in trust for the Bank.
 17. The Builder shall execute a sale deed with respect to Schedule 'B' Property in favour of the Borrower or in favour of Co-operative Housing Society / Limited Company of which the Borrower shall be taken as a member/shareholder and shall give prior notice in writing to the Bank regarding the registration of the same. The Builder agrees and undertakes that he shall not, due to any reason whatsoever, delay the execution of sale deed as aforesaid in favour of the Borrower / Co-operative Housing Society/Limited Company.
 18. The Builder undertakes that in and towards the mortgage and further deposit of title deeds in favour of the Bank the Builder shall hand over the original title deed/Possession Letter/Share Certificate in respect of Schedule 'B' properties directly to the Bank without parting the same to the Borrower during the pendency of the Loan. The Borrower / Builder irrevocably authorise the Bank to collect from the concerned Registrar of Assurances the Conveyance Deed / Sale Deed which will be executed in favour of the Borrower by the Builder.
 19. In case of any delay on the part of the Builder or if the Builder fails or refuses to execute Sale Deed in favour of the Borrower and hand over possession of Schedule 'B' Property even after receipt of the entire payment as mentioned in the said Agreements, or even after the expiry of _____th month from _____ the date of Approval of Plan with a grace period of _____ (_____) months or if the said Agreements are cancelled for any reason or if the Borrower dies, the Bank will have full discretion, however without being bound to exercise such discretion, to step into the shoes of the Borrower and the Bank shall have all the rights to take all requisite steps for getting the Sale Deed executed in its favour and/or take possession of the Schedule 'B' Property. In such case the Builder shall be liable to pay the expenses, costs etc. incurred by the Bank in connection with the same and the Bank shall be entitled to recover the same from the Builder in addition to the damages for non-completion of construction of the Schedule 'B' Property. In case the Bank decides not to take the Schedule 'B' Property, it shall have the right to obtain refund of all the amounts received by the Builder in respect thereof, whether from the Borrower or from the Bank, with interest @ _____% per annum calculated at monthly rests. To the extent of the said amount, interest and costs / expenses the Bank shall have first charge on the Schedule 'B' Property, till the said amount, interest and costs / expenses are recovered. The Bank shall refund the balance, if any, to the Borrower or the person entitled thereto after adjusting the entire outstanding dues, including interest, costs and other amounts recoverable by the Bank from the Borrower in respect of the Loan.
 20. The Builder and Borrower undertake that during the currency / subsistence of the Loan the Builder / Borrower shall not alienate / transfer / lease / mortgage / encumber in any manner Schedule 'B' Property without the prior written consent of the Bank. In the event of alienation / transfer / lease / mortgage / encumbrance of the Schedule 'B' Property without obtaining permission as above the Builder / Borrower shall be liable to pay liquidated damages to the Bank. The Builder and Borrower further jointly and severally agree and undertake to keep the





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- Bank, its Managers, Agents, Officers and Servants and their respective estates and effects safe and saved harmless and indemnified against all actions, losses, costs, charges, expenses and demands whatsoever in case of any such event from time to time and at all times hereafter.
21. In the event the Borrower fails to adhere to any of the Sanction Terms and conditions contained in Bank's Sanction Letter No. _____ dated _____ or any the security documents, the Bank shall be, at its sole discretion, at liberty to recall the Loan and to enforce the security by all means available to it, without reference to and without taking into account the protest (if any) of the Builder.
 22. In consideration of the Bank agreeing to sanction the Loan in the account of the Borrower, inter alia, against Mortgage / Charge of the right, title and interest of the Borrower / Builder in the Schedule 'B' Property and the Borrower / Builder at the same time agreeing and undertaking to execute at Borrower's / Builder's own costs whenever called upon a proper conveyance in favour of the Borrower and Mortgage of the right, title and interest in the said properties of the Borrower / Builder to secure the Loan with updated interest at the applicable rate and at the same time also agreeing to execute an irrevocable Power of Attorney in favour of the Bank for executing the said conveyance in favour of the Borrower and Mortgage / Charge in favour of the Bank, the Borrower / Builder do hereby nominate constitute and appoint the Bank to be their true and lawful attorney for and in the name and on behalf of the Borrower / Builder, to do and perform the acts and deeds such as signing, sealing, execution, delivery, completion, perfection and recording any entry relating to creation of Mortgage or an Indenture of Mortgage to be made between the Borrower / Builder of the one part and the Bank of the other part in respect of the Schedule 'B' Property in such form and containing such covenants and conditions as the Bank may deem fit, including the power to sell and the power to appoint Receiver of the said property and all other powers, provisions and conditions as are usual in a mortgage for securing repayment of the said Loan to the Bank with updated interest at the applicable rate of interest or of the money as and when due and owing to the Bank in respect of the said Loan and lodge such deeds, documents and writings for registration with the Registrar of Assurances and admit execution thereof and deposit title deeds with the Bank and to apply for registration of the said property under the provisions of any applicable Act(s) relating to ownership for the time being in force in the State.
 23. The Borrower / Builder further empower the Bank to incur and reimburse out of Loan all costs, charges and expenses that may have to be spent to give effect to the provisions contained herein. The Bank being a body corporate, any person/s authorised by the Bank may exercise all or any of the powers, authorities and discretions conferred hereby upon the Bank and may delegate all or any of such powers, authorities and discretions to such of the Officer/s or other person/s and on such terms and conditions as the Bank or its authorised Officer/s or any constituted attorney or other person/s appointed by it with such power to delegate may deem fit and accordingly all deeds and documents executed and acts performed by any such person/s shall be binding on the Borrower / Builder.
 24. The Borrower / Builder further empower the Bank to execute, do and perform all such deeds, instruments, acts, matters and things in relation to the said property as the Bank shall think necessary or expedient as fully and effectually in all respects as the Borrower / Builder would have done if personally present and the Borrower / Builder do hereby agree to ratify and confirm and covenant for himself / herself / itself and his / her / its heirs, executors, administrators and assigns to ratify and confirm all and whatsoever the Bank shall lawfully do or cause to be done in or about the premises by virtue of these presents. And the Borrower / Builder doth declare that the authority shall be irrevocable until the said Loan with interest thereon and other charges in full shall be repaid to the Bank.





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25. The Builder/Borrower shall give due notice of the Bank's charge over the Schedule 'B' Property to the Co-operative Housing Society / Limited Company as and when formed and shall take necessary steps to get the lien of the Bank noted in Society's / Company's books.
26. Soon after getting the Sale Deed registered in favour of the Borrower/the Bank and delivery thereof to the Bank and the delivery of possession of Schedule 'B' Property to the Borrower/the Bank, the liability of the Builder shall be discharged and this Agreement shall become void and unenforceable as against the Builder.
27. The covenants contained herein shall not be construed to mean and fasten any liability upon the Bank to observe the payment schedule, if any, between the Builder and the Borrower or make payments to the Builder. Bank shall not be liable for any delay or omission in disbursement on account of breach / default attributable to the Borrower / Builder. The Borrower shall be responsible to fulfil his obligations also and follow up with the Bank to make disbursement on his behalf as per his arrangement with the Builder.

SCHEDULE "A" PROPERTY

(Please mention the full particulars as appearing in the Sale Deed in favour of the OWNER/ Development Agreement in favour of the BUILDER)

SCHEDULE 'B' PROPERTY

(Please mention the full particulars as appearing in the Sale Agreement / Construction Agreement in favour of the BORROWER. This property shall be undivided share in the land and/or Flat / Residential unit / Villa)

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SIGNED AND EXECUTED THIS AGREEMENT ON THE DAY AND THE YEAR FIRST ABOVE WRITTEN

SIGNED AND DELIVERED by the
BORROWER _____

SIGNED AND DELIVERED for and
on behalf of the OWNER / BUILDER,
by the hand of Shri/ Smt. _____
its Authorized Signatory

SIGNED AND DELIVERED for and
on behalf of the BANK, by the hand of
Shri/ Smt. _____
its Authorized Signatory

BEFORE ME
- NOTARY-





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Annexure – D

Application for Festival Advance

The Sr. Manager/ Chief Manager
Baroda U.P. Bank
Regional Office/ Head Office

Sir/ Madam,

I request you to grant me an advance of Rs. (Rupees only), to meet the additional expenses in connection with festival.

My Gross salary is Rs. per month. I hereby irrevocably authorize the Bank to deduct a sum of Rs. (Rupees only) from my salary from the month of and onwards until the advance is fully adjusted/ settled.

If for any reason I cease to be in the employment of the Bank during the pendency of the advance, the entire balance payable by me may be recovered from the salary or any other amount due to me from the Bank at that time.

Yours faithfully,

[]

Name	
EC No.	
Designation	
Department	
COD/ SB Account No.	
Branch/ Office	

(For Office Use only)

- Particulars of Previous Festival Advance
 - Date of sanction :
 - Amount sanctioned :
 - Date of Last installment deducted :
- Particulars of Present festival advance recommended for sanction
 - Amount :
 - Amount of installment & deduction to be commenced from:

Date:

Recommending Authority

Sanctioning Authority





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Annexure- E

APPLICATION FOR SANCTION OF CONSUMER/EXIGENCY LOAN FACILITY TO STAFF MEMBERS

The Chief Manager,
Baroda U.P. Bank,
Region/ Office.....,
Distt.

Dear Sir,

I hereby apply for sanction of Term Loan of Rs. (Rupees) (amount in words & figures) in terms of Bank's Circularfor(purpose).

I undertake to pay the installment along with interest as and when due in the term Loan account for which you will be authorized to deduct the same from my monthly salary and other terminal benefits . I also undertake to repay the entire outstanding in the account along with all interest due immediately in the event of my ceasing to be in Bank's service for any reason whatsoever.

- 1.Name of the Employee :EC. No
- (in block letters)
- 2.Cadre : : Officer / Office Assistant / Office Attendant
- 3.Designation :
- 4.Name of Branch / Office where posted.....
- 5.Date of Joining :
- 6.Date of Birth : Age: Years:..... Months:.....
- 7.Name & relationship of P.F. nominee
- 8.Name & relationship of Gratuity nominee
- 9.Present residential address:
- 10.Permanent residential address
- 11.Details of Loans Outstanding as on _____

A	Exigency Loan	Rs.	B	Computer Loan	Rs.
C	Consumer Loan	Rs.	D	Housing Loan	Rs.
E	COD	Rs.	F	Supplementary Housing Loan	Rs.
G.			H		

12. I declare & undertake that on account of the Bank having sanctioned me an Term Loan facility :

- I will not utilize the same for transaction of a speculative nature and /or for investment in shares, equities, etc. for speculative purposes.





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- I shall not be entitled to apply /avail staff loans of any kind from the Bank other than Housing loan, Vehicle loan, and P.F. loan sanctioned by trustees if any.
- I shall not avail any loans from outside sources for which installments will have to be deducted and remitted by the Bank to such outside sources during the currency of the term loan facility sanctioned by the Bank.
- I have fully understood all the terms and conditions of the term loan scheme and shall abide by the same failing which I will render myself liable to repay the entire out standings in my term loan account along with any interest due and shall also render myself ineligible for being granted any further facility under the scheme or under any other staff loan schemes of the Bank besides it being open for the Bank to initiate appropriate disciplinary action against me.

Place :

Date :

(Signature of the applicant)

Note : Please attach a self attested copy of latest salary slip.





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शिविर कार्यालय : ए-1, सिविल लाईंस, रायबरेली-229001, फोन : 0535-2702075
e-mail : ho@barodauprb.co.in

Annexure - F

Application form for 'BUPB Loan to Pensioners'

The Chief/Senior/ Branch Manager
_____ Branch



Dear Sir/Madam,

Re : 'BUPB Loan to Pensioners'

I/We _____ hereby apply for a loan of Rs. _____
(Rupees _____) for _____ (purpose) under your
scheme " BUPB Loan to Pensioners".

I/We have read the terms & conditions of your scheme and hereby agree to abide by the same. I/We hereby submit below the particulars as required by you to enable you to do the needful.

	APPLICANT	CO-APPLICANT
1	NAME INFULL	
2	FATHER'S NAME	
3	DATE OF BIRTH/ AGE	
4	ADDRESS: <u>PRESENT</u> CONTACT No./ E-mail	
	<u>PERMANENT</u> CONTACT No./ E-mail	
5	TYPE OF PENSIONER	Regular Pensioner/ Family Pensioner
6	PPO Number	
7	Pension SB A/c No.	





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8	Drawing pension through the Branch since				
9	Gross Monthly pension				
10	Total Deductions				
11	Net Monthly Pension				
12	OTHER INCOME (including that of family members : Please specify)				
13	Details of Nominee for Family Pension				
	Name (if minor, name of Guardian)	RELATION	AGE ADDRESS		
14	Details of Legal Heirs				
	NAME (if minor, name of Guardian)	RELATION	AGE ADDRESS		
15	Details of loan availed from the Bank/ other financial institution				
	Name of Bank/FI	TYPE OF LOAN	AMOUNT	BALANCE OUTSTANDING	MONTHLY INSTALMENTS

I/We hereby declare that all the particulars and information furnished herein above are true, correct and complete and they shall form the basis of any credit decision to be taken by the Bank.

Date :

Place :

(Signature of Applicant) (Signature of Co-applicant)





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Recommended for sanction :	Sanctioned as recommended :
1. Age of pensioner/ family pensioner: ____	
2. Amount of loan applied Rs _____	
3. Monthly pension Rs _____	
4. Maximum permissible amount: _____	
5. 18 times of monthly pension: _____	
6. Present Deductions Rs. _____	
7. EMI of proposed loan Rs. _____	
8. Total deduction including proposed EMI Rs _____	
(total deductions should not exceed 60% of gross monthly pension)	
9. 60% of gross monthly pension Rs ____	
10. Eligible amount of loan as per deductions Rs _____	
11. Loan amount recommended for sanction Rs _____ (In words _____)	
Security/Documents (Tick whichever is applicable)	
(a) DP Note signed by the Borrower ()	
(b) Personal Guarantee of Nominee ()	
(c) Letter of Installment ()	
(d) Authority letter from borrower ()	
(e) Undertaking from Legal Heirs ()	
(f) Letter of undertaking by borrower ()	
Any Other ()	
(g) ()	
(h) ()	
(i) ()	
(Signature of appraising Officer)	
Date :	
Place :	
	(Signature of Sanctioning Authority)
	Date :
	Place :





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Annexure - F(a)

DRAFT OF THE LETTER TO BE ADDRESSED BY THE PENSIONER/FAMILY PENSIONER TO THE BANK

In consideration of your having at my request granted/agreed to grant me a loan of Rs..... inter alia against a Demand Promissory Note to be executed by me, I Mr./Mrs./Ms.....hereby irrevocably authorize you to deduct a sum of Rs..... (In words.....) from the monthly pension payable to me for the month of20..... and onwards until the loan together with interest, cost charges and expenses are fully adjusted.

It is on the faith of my giving consent/authority as above you have agreed to grant the loan to me against the pension payable to me.

Place:

Signature.....

Date:

(Name:)





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Annexure- F (b)

(Stamp as in agreement)

DRAFT UNDERTAKING FROM LEGAL HEIRS

In consideration of Baroda U.P. Bank granting a loan of Rs. to my father/mother/husband/wife Mr./Mrs..... against the monthly pension payable to him/her, I/We, Mr./Mrs./Ms..... stand as guarantor/s to the advance up to Rs.

In the event of my father/mother/husband/wife's death before the said loan together with interest is repaid, I/We, undertake to pay Baroda U. P. Bank whatever amount is due under the said loan availed by Mr./Mrs..... including interest, cost charges and expenses.

It is in the faith of our consent/undertaking as above you, Baroda U. P. Bank have agreed to sanction the loan to Mr./Mrs..... against the pension payable to him/her.

- | | |
|----------------|----------------|
| 1. Name: | Signature..... |
| 2. Name: | Signature..... |
| 3. Name: | Signature..... |
| 4. Name: | Signature..... |

Place:

Date:





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Annexure-F(c)

(Unstamped)

**DRAFT OF THE LETTER TO BE ADDRESSED BY THE PENSIONER / FAMILY PENSIONER TO THE PENSION
DISBURSING AUTHORITY**

To : THE PENSION DISBURSING AUTHORITY

I have availed/been sanctioned a loan of Rs.against the pension payable to me from/by the _____ Branch of Baroda U.P. Bank.

IMr./Mrs./Ms.hereby irrevocably authorize you not to transfer the payment of pension fromBranch of Baroda U. P. Bank, to any other Bank/any other Branch of Baroda U. P. Bank, without the prior written consent ofBranch of Baroda U.P. Bank.

Place:
Date:

Signature.....
(Name:)





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Annexure-F(d)

Draft of the Approval Letter to be sent to pensioners on Branch's Letter Head.

Shri/ Smt.

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

Dear Sir/ Madam,

Re: BUPB Loan to Pensioners (Pensioners /Family pensioners of BUPB).

We are pleased to inform you that we have approved a loan of Rs..... under our BUPB Loan to Pensioners scheme.

Basic terms and conditions of the loan are as under:

Loan Amount : Rs.....

Rate of Interest :% p.a. with monthly rest.

Repayment : In.....EMIs of Rs.....each, commencing w.e.f. one month after disbursement.

Other conditions :

1. Interest is charged on daily reducing balance method.
2. No pre-payment charges.
3. No processing charges.

We request you to call on us on any working day during office hours to complete the formalities and execution of related documents. This approval is valid for three months from the date of this letter.

Should you require any clarification / information, you may contact Shri..... (Phone Number) attached to our branch.

Yours faithfully,

()
Chief / Senior / Branch Manager





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Annexure- F (f)

Clean Loans

Sl.No	Variable	Scores	Explanation of variable	MAX	MIN
1	Age of Borrower (In years)				
	a) 0-18	0		5	0
	b) Above 18- Upto25	3			
	c) Above 25- Upto 42	5			
	d) Above 42- Upto 55	4			
	e) >55	0			
2	Educational Qualification				
	a) Doctorate / Post Graduate	3		3	0
	c) Graduate	2			
	d) Diploma	1			
	e) Higher Secondary or lesser	0			
3	Marital Status				
	a) Married	2		2	1
	b) Single	1			
4	Mobility of Individual - Location				
	a) Has not changed location in past 3 years	5		5	0
	b) Changed location once in past 3 years	1			
	c) Changed location more than once in past 3 years	0			
5	Number of Dependents		Include those who are financially dependent on borrower		
	a) 0	4		4	0
	b) 1	3			
	c) 2	1			
	d) >2	0			
6	Relationship with Bank				
	a) Good track record / All banking done through Bank.	7		7	0
	b) Short term relationship	1			
	c) No existing relationship	0			
7	Employer Type				
	a) Govt/Public sector	3		3	-2
	b) Listed private sector companies	3			
	c) Unlisted private companies	2			
	d) MNC	-2			
	e) Professionals	1			
	f) Own business	2			
	g) Self Employed	2			
	h) Pensioners drawing pension from BUPB	2			
	i) Pensioners drawing pension from Others	0			
	j) Others	0			
8	Designation				
	a) Senior Management	4		4	-1
	b) Middle Management	2			
	c) Junior/ Clerical	-1			





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	d)	Self Employed / pensioners	0		
9		Stability of Income			
	a)	Income has been steadily increasing over the last 3 years	5	5	-5
	b)	Income has been almost the same over the last 3 years	2		
	c)	Income has been unstable over the last 3 years	-3		
	d)	Income has been steadily decreasing over the last 3 years	-5		
10		Proof of Income			
	a)	Income Tax Returns	2	2	0
	b)	Salary Slip / Company Letterhead	1		
	c)	No Proof	0		
11		Net Annual Income of Borrower		Income from all declared sources should be included -	
	a)	< 2 Lakhs	0	7	0
	b)	2.00 - Upto 3.50 Lakhs	2		
	c)	Above 3.50 - Upto 5.00 Lakhs	3		
	d)	> 5 Lakhs	7		
12		Fixed Obligations to Income Ratio of Borrower		Fixed Obligations should include expenses due to servicing of proposed loan in addition to other fixed expenses of borrower	
	a)	< 0.3	7	7	-3
	b)	0.30 - Upto 0.50	5		
	c)	Above 0.50 - Upto 0.70	1		
	d)	> 0.7	-3		
13		If Borrower / Guarantor is also a Guarantor for Someone Else			
	a)	No	1	1	-1
	b)	Yes	-1		
		Sum		55	-11

Note: Loan shall not be extended to the borrower getting scores below cut off mark i.e. 30.

Credit Officer

Branch Manager

