

Voucher No. \_\_\_\_\_ Membership No. \_\_\_\_\_ Date \_\_\_\_\_ 201

**National Insurance Employees' Co-operative Credit & Banking Society Ltd.**

DEBIT \_\_\_\_\_ SPECIAL PERSONAL ADVANCE \_\_\_\_\_ A/C.

To

Treasurer,

Please pay to Sri /Smt. \_\_\_\_\_

the sum of Rupees \_\_\_\_\_

being \_\_\_\_\_ the amount of Special Personal Advance granted to him for \_\_\_\_\_

to be repaid in \_\_\_\_\_ monthly instalments as per application dated \_\_\_\_\_

₹ \_\_\_\_\_

Authorised

Secretary/  
Manager

Received Payment

\_\_\_\_\_  
(Signature in full)

No.....

## APPLICATION FOR SPECIAL PERSONAL ADVANCE

Date.....201.....

The Committee of Management,

**National Insurance Employees' Co-operative Credit & Banking Society Ltd.**

7, COUNCIL HOUSE STREET, KOLKATA - 700 001

Dear Sirs,

I .....beg to apply for a Special Personal Advance of

( in Block Letters )

Rs.....(in words) Rupees .....

.....only from the Society to be spent for .....

and to be repaid in ..... equal monthly instalment (EMI)

My substantive (basic) pay is Rs. ....and D. A Rs.....per month and the same is NOT under attachment by a Civil Court .

My present age is .....years and .....months and my service is .....years and .....months.

I undertake to repay the aforesaid advance with interest in .....monthly instalment and such instalments shall be realised by deduction from my salary alongwith other dues of the Society as usual at the rate of interest prevailing in the bank.

The name of my legal heir is Sri/Sm. ....

Relationship .....

The following members of the Society will stand as my Sureties :-

1. Sri / Sm ..... 2. Sri / Sm. ....

I solemnly declare that the above statements are true to the best of my knowledge and belief.

Yours faithfully,

M. No. .... S. R. No.....

.....  
(Signature of Member in full)

Designation .....

Department .....

Contact No. ....

Present Office .....

**Note :** Application should be submitted duly completed in all respects. Any incomplete Application is liable for defrment or rejection.

I agree to stand surety for the Special Personal Advance applied for as overleaf and I declare that my pay is not under attachment by a Civil Court nor there is any case pending against me in any Court for my indebtedness.

Signature of the Surety in full

M. No. .... S.R. No. ....  
Year of Service ..... Age .....  
Salary inclusive of Allowance Rs. ....

I agree to stand surety for the Special Personal Advance applied for as overleaf and I declare that my pay is not under attachment by a Civil Court nor there is any case pending against me in any Court for my indebtedness.

Signature of the Surety in full

M. No. .... S.R. No. ....  
Year of Service ..... Age .....  
Salary inclusive of Allowance Rs. ....

### OFFICE NOTES

- Previous Special Personal Advance, if any  
Spl. Personal Secured Adv. Rs. 


  
Spl. Personal Unsecured Adv. Rs. 


  
Total Rs. 

- How many times Spl. Personal Advance taken during the financial year. ....
- How many times Advance admissible Rs. ....
- Balance outstanding in respect of the last Special Personal Advance Rs. ....
- Remarks, if any .....

Accountant / Manager

Put up before the meeting	Special Personal Advance Sanctioned for Rs. .... only to be recovered in ..... monthly instalments as per application of the member. at a rate of interest.....					Remarks	
Secretary/Manager	Spl. Personal Secured Adv.	Rs.				Special Personal Advance Sanctioned for Rs. .... to be recovered in ..... instalments.	Secretary / Chairman / Manager
	Spl. Personal Unsecured Adv.	Rs.					
	Total	Rs.					
Deduction		Rs.	P.	Rs.		P.	
Spl. Personal Secured Advance o/s	-						
Spl. Personal Unsecured Adv.o/s	-						
Interest on Spl. Personal Advance o/s	-						
Sale of Forms	-						
				Less Rs.	...	...	
				Pay Rs.			
						In Cash by Cheque	

Accountant / Manager

Secretary / Manager

No. ....

## BOND

Entered in Page .....of the Loan Ledger

I, Sri / Smt. ....a member of National Insurance Employees' Co-operative Credit & Banking Society Ltd., Kolkata, (Registered under the West Bengal Co-operative Societies Act of 1973) son / daughter/wife of ..... Village .....Post Office .....Thana..... District ..... and my present address is .....

..... hereby acknowledge that subject to the Bye-laws of the Society, I have received from the said Society a sum of Rs.....(in words) Rupees..... only as Spl. Personal Advance against my application dated.....

I undertake to pay interest on this Spl. Personal Advance or such portion of it as may remain unpaid from this date at .....present per annum and to repay this Spl. Personal Adv. with interest in .....monthly instalments in accordance with the Special Personal Advance rules and the Bye laws of the Society, whenever shall be called upon to do so.

If I fail to pay interest or any instalments of Principal on the due date overdue interest will be compounded and the whole Spl. Personal Advance with interest shall become immediately due and payable.

I further agree that the Spl. Personal Advance shall be spent for ..... within one month from the date. If the Spl. Personal Advance is not so applied, I undertake to repay the money with interest together with such of additional interest as may be levied in accordance with the Bye-laws and Rules & Regulations.

I authorise the Society to arrange for the recovery of the Spl. Personal Advance with interest thereon from my pay or leave salary and also authorise my Disbursing Officer to deduct the monthly instalments of the Spl. Personal Advance as shown in the Recovery list prepared by the Society from my pay or leave salary.

In case of cessation of my service, I authorise the Society to arrange for the recovery of the outstanding Special Personal Advance with interest, if there be any, from the amount of Retiring Gratuity and Death Gratuity. Further I authorise the Disbursing Officer concerned of the Life Insurance Corporation of India/ National Insurance Co. Ltd. /New India Assurance Co. Ltd. ....to deduct the amount outstanding Spl. Personal Advance with interest thereon from my said account while settling the same in compliance with Sec. 59 of W.B. Co-operative Society Act 2006.

I execute this BOND and agree to abide by the conditions above, which are also applicable to my successors, Legal heirs and assignees.

Signature .....

Present Office.....

Department.....

S. R. No. ....

Membership No. ....

Date of Execut of Bond .....

I / We hereby agree to be Sureties for above mentioned Special Personal Advance and to be jointly and severally liable for (1) its repayment with interest and any cost incurred for collection and (2) for its employment in accordance with the purpose mentioned in the BOND.

1. { Signature -  
Membership No.-  
Designation -  
Father's Name -

2. { Signature-  
Membership No.-  
Designation -  
Father's Name -

3. { Signature-  
Membership No. -  
Designation -  
Father's Name -

The money is paid in my presence on.....

Signature -

Membership No. -

**The Officer-in-charge**

**Life Insurance Corporation of India / National Insurance Company Ltd.**

Dated.....201.....

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Through the Secretary

**National Insurance Employees' Co-operative  
Credit & Banking Society Ltd.,**

Dear Sir,

I beg to inform you that I have taken Spl. Personal Advance of Rs. ....(Rupees..... only) from National Insurance Employees' Co-operative Credit & Banking Society Ltd. on a written contract that the said Special Personal Advance along with interest will be repaid in .....monthly instalments from my salary and any overdues will be recovered from my Salary, leave salary and gratuity as per bank's norms.

I shall be thankful if you kindly arrange to deduct from my salary such instalments as will appear in the monthly recovery list prepared by the said Society and remit the amount so deducted to the Society in due course in compliance with sec. 59 of W.B. Co operative Society Act 2006 as amended in 2013.

Yours faithfully,

.....  
Full Signature of Member

Membership No. ....Office.....

S. R. No. ....Dept.....

Forwarded to the Officer - in-charge, Life

Insurance Corporation of India.....

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for favour of information and necessary action  
as per provisions under Sec. 59 of the W.B.  
Co-operative Societies Act, 2006

.....  
Full Signature of Witness

S. R. No. ....

Office.....

Membership No. ....

Secretary