



EMPLOYEE LOAN APPLICATION

Loan Type	Loan Amount	Scope/Purpose of Loan	Minimum Service as regular employee	Repayment Period
Personal Loan	2 Gross Salaries	Up to Assistant Professor/Manager for personal use	Two (02) years of full time service	12 months – equal installments
Educational Loan	3 Gross Salaries	For Educational purpose only	Three (03) years of full time service	18 months – equal installments
Special Loan	4 Gross Salaries	For the marriage of employee’s child	Ten (10) years of full time service	24 months – equal installments

Section-I to be filled by the Employee

Employee ID:	Employee Name:
Designation:	Department:
D.O.J:	Gross Salary:
Loan Type:	Loan required from (dd/mm/yy):
Purpose of Loan:	
<p>I have read all the provisions of STMU Policy on Loans / Advances and undertake to comply with them. I affirm that all information that I have provided is correct & accurate. I shall repay this loan on the deduction of equal installments per month from my salary as per rules. On termination or resignation the payable amount shall be deducted from my gratuity.</p>	

APPLICANT’S SIGNATURE

Section-II to be filled by Principal / Chairperson / Head

<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Name: _____ Signature _____ Date: _____	

Section-III to be filled by HR Department

<input type="checkbox"/> Eligible	<input type="checkbox"/> Not Eligible
Name: _____ Signature _____ Date: _____	

Section-V Recommended by the Registrar

<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
_____	_____
Registrar	Date

Section-IV Clearance from Finance & Accounts Department

Previous Loan Amount Outstanding (if any): _____	Entitled Loan Amount: _____
Monthly Installment: _____	First Installment Due: _____
<input type="checkbox"/> Cleared	<input type="checkbox"/> Not Cleared
Name: _____ Signature _____ Date: _____	

Section-VI Approval by the Vice Chancellor

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____	_____
Vice Chancellor	Date