

To

The Addl Secretary(SA)to the
Govt. of Himachal Pradesh
Shimla-2.

Sub: Raising of Loan.

I _____ intend to raise loan amounting to Rs.
_____ From _____ (Bank/Institution) for _____. It is
,therefore, requested to kindly grant permission in may in my favour. The particulars
regarding my previous loans etc. are under:-

1. Whether Permanent/Temporary:- _____

2. **Date of Retirement:-** _____

5. Purpose for which loan has
already been taken:- _____

6. Details of Loans already taken:-

7.	Amount	Recovery (Per Month)
i)	Coop.Society Thriefft Society	
ii)	LIC/Banks/HBA from Govt.	

UNDERTAKING

I _____ do hereby certified that the information
which has been given above is true and nothing has been concealed therefrom. I also
undertake to repay the loan instalments from the salary at my own level failing which the
Government would be at liberty to recover the said amount out of my Salary at its
convenience.

(Name _____)
Designation _____
Branch _____
Code No. _____

UNDER TAKING

I _____ working as _____ in H.P. Secretariat do hereby stands guarantee in favour of S/Sh/Smt. _____ Code No. _____ against loan of Rs. _____ being raised by him/her from _____ bank I also undertake that if said S/Sh/Smt. _____ fails to deposit any instalment of loan, it shall be competent to the drawing and Disbursing Officer to deduct the same from my salary or income as the case may be.

Signature-----

Name-----

Designation-----

Branch/Office-----

Code No-----

WITNESS:-

1. Signature _____
Name _____
Designation _____
Code No. _____
Brach/Office _____
2. Signature _____
Name _____
Designation _____
Code No. _____
Brach/Office _____

TO BE ATTESTED BY GAZETTED OFFICER