

SALARY CERTIFICATE

Date: _____

Certified that Smt/Sri. _____.

Is Working as _____ in this Institution _____.

_____ on wards as per our office records. His date of retirement

_____ He is permanent employee of this institution/Department/Bank

The details of the monthly salary for the month of _____ for the named are given hereunder.

BASIC PAY	: _____	LIC:	_____
D.A.	: _____	G.INS:	_____
H.R.A	: _____	PROF.TAX:	_____
SPECIAL PAY:	_____	P.F.:	_____
OTHERS	: _____	OTHERS:	_____
TYPING ALLOWANCE	_____		

Gross Salary

Rs.

Total Deduction:

Rs.

Gross Salary	:	_____
Less: Deduction	:	_____
Net: Salary	:	_____

The above Certificate is issued at the request of the employee to stand as Guarantee for availing loan facility by The Karnataka Minorities Development Corporation Ltd. under term loan scheme. Salary amount payment without N.O.C. from you.

In respect of Resignation/Termination/Death of an employee who has given guarantor for availed loan facilities from you. We agree to deduct the outstanding balance of the loan availed along with interest accrued if any, from the dues/terminal benefits payable to such employee and or his nominee and remit the same to you. In case such amount remitted falls short of the outstanding balance in his loan account and interest accrued thereon. We will assist you to over such dues payable to you from the said employee.

Signature

To

Head of Institute

Sri/Smt : _____.

CC To: KMDC Ltd., Bangalore.

CC To : Karnataka Minorities Development Corporation Ltd.,

This is to be issued in the printed letterhead of the
Department/Organisation

To
The Managing Director
Karnataka Minorities Development
Corporation Ltd.,
Bangalore-01

UNDERTAKING

Sri, Smt, Kum s/o,W/o,D/o
...is working in our Department/Organization. He has stood guarantee to Sri/Smt/Kum
.....S/o,W/o,D/o
.... to avail the loan from Karnataka Minorities Development Corporation Ltd., Bangalore. We
assure you, that in the event of default in repaying the loan installment (s) with interest by
Sri/Smt/Kum (Loanee) S/o,W/o,D/o
..... the same will be deducted from
the salary of Sri/Smt/Kum/ (Guarantor)
S/o and transmit it to The Karnataka
Minorities Development Corporation immediately until further instructions from you.

DATE:
PLACE:

Name of the Drawing Officer,
Signature with seal.