



Undertaking for Soft Loan

I _____ S/o _____ Designation _____

H.Q _____ Resident of _____

_____ request an amount of Rs

_____ as Short Term Loan for the purpose of _____.

I Agree to the recovery of the above mentioned from my Salary / Expense remittance in _____ equal installments.

Thanks & Regards

Executant

Note : For Mobile Loan, the amount is restricted to Rs 1000/- for BO/BE/ABE & Rs 2000/- for Managers. Kindly specify the reason for availing the loan if you already have reliance connection. For other purposes, the amount cannot be more than one month Net Payable Salary or Rs.20000/- whichever is less.

For Office Use

DMSD Remarks :

Recommended by :

Approved by :

Approval by Management Head :