

INSTRUCTIONS:

This Consent Letter/Offer is to be used by a Govt. Servant

CONSENT LETTER/OFFER

Photograph of
surety duly
attested by
attestation
authority

I, _____ S/o/W/o _____ aged _____ years R/o _____ offer to stand surety for a loan of Rs. _____ (Rupees _____) in respect of a loan of a loan case of Shri/Smt. _____ by the Delhi Khadi & Village Industries Board, Delhi (Attested copy of the Ration Card or any other document showing/confirming Residential address duly affixed with photograph is enclosed).

I declare that: -

1. (For Govt. Servant)

I am a Government employee having minimum 3 years continuous regular service. My last drawn salary is Rs. _____ (total). I am working as _____ in the office of the _____ (complete address). My monthly basic pay is Rs. _____. Latest original pay slip/pay certificate duly verified by my office for the month of _____ is attached.

2. I have neither taken any loan from the Delhi Khadi & Village Industries Board, Delhi nor stood Surety/Guarantor for any other case pertaining to the Board or any other financial agency/institution. I am not a partner/proprietor in the borrower's firm/unit.

3. My Date of Birth is _____ and education qualifications are _____ (attested copies of documents enclosed).

4. My date of retirement is _____ (for Govt. Servant only)(Attested copy of I Card).

5. My date of joining is _____.

Dated: _____

Signature of Surety_____

Name: _____

Phone No. (Off.)_____

(Res.)_____

Mobile No. _____

Witness by Loanee

Signature _____

Name: _____

Full Address: _____

Verification by office:

I have personally met the Surety/Guarantor Shri/Smt. _____ on _____ at (Place) _____ and verified accordingly. The Surety/Guarantor has agreed in my presence. The Surety/Guarantor is genuine and acceptable as per the guidelines of the Board.

Name & Signature
Of the ADO/Supervisor

Signature of Surety_____

Date_____

Name: _____