

DELHI KHADI & VILLAGE INDUSTRIES BOARD

(Government of NCT of Delhi)

NIGAM BHAWAN, 5<sup>th</sup> FLOOR, OLD HINDU COLLEGE,

KASHMIRI GATE, DELHI-92

File No. UO /F-7/DKVIB/RGSRY/10/2011-12

5659

Dated.....22/11/12

In compliance of order of even No. dated 17 October 2012 regarding acceptance of surety of FDR/NSC/Bank Guarantee etc, the necessary changes has been made in the format of consent letter of surety/Guarantor. The copy of revised Consent Letter is given here with for the use in loan cases accordingly.

(OMPRAKASH)  
DEVELOPMENT OFFICER

To

1. Dy. Director(Program) for information
2. FA & CAO/AAC for information
3. Dev. Officers(Admn.)/DO(PMEGP)
4. ✓ ACP along with copy of order dated 17 Oct. 2012 for uploading on the website and necessary changes in scheme guidelines/citizen charter.
5. All ADO/JLA/Supervisors
6. Guard File

INSTRUCTIONS: The Consent Letter/Offer is to be used by a Govt. Servant or Movable assets.

**CONSENT LETTER/OFFER**

Photograph of  
Surety duly  
Attested by the  
Competent  
Authority

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

I declare that:-

1. (For Govt. Servant)

- a. 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.
- b. My date of joining in government service is \_\_\_\_\_.
- c. My date of retirement is \_\_\_\_\_ ( Attested copy of I Card attached).

2. For Fixed Deposit Receipt/National Saving Certificate/ Bank Guarantee Holder:

a. **Fixed Deposit Receipt(FDR) holder.**

I am a holder of FDR bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for total Rs. \_\_\_\_\_ with the \_\_\_\_\_ Bank

\_\_\_\_\_ Branch Delhi/New Delhi. The Amount of the aforesaid FDR after maturity on \_\_\_\_\_ shall be Rs. \_\_\_\_\_ (Copy of the FDR in attached here with). AND/OR

b. **For National Saving Certificate (NSC) Holder:**

I am a holder of NSC bearing No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ with the \_\_\_\_\_ Post office Delhi/New Delhi. The amount of the aforesaid NSC after maturity as on date \_\_\_\_\_ shall be Rs. \_\_\_\_\_ (Copy of the FDR in attached here with)

c. **For Bank Guarantee:**

I have a Saving/current Account bearing No. \_\_\_\_\_ with the \_\_\_\_\_ Bank. \_\_\_\_\_ Branch. Delhi/New Delhi since \_\_\_\_\_. My Banker is ready to stand as a Surety/guarantor for the loan going to be released to me. Accordingly my Banker has furnished the requisite papers attached here with.

3. 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.

4. My Date of Birth is \_\_\_\_\_ and education qualifications are \_\_\_\_\_ (attested copies of documents enclosed).

Dated: \_\_\_\_\_

Signature \_\_\_\_\_ (Surety)

Name: \_\_\_\_\_

Phone No. (Off.) \_\_\_\_\_

(Res.) \_\_\_\_\_

(Mobile) \_\_\_\_\_

**Witness by Loanee**

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

THE DELHI KHADI & VILLAGE INDUSTRIES BOARD

---

**VERIFICATION BY OFFICE**

I have personally met the Surety/Guarantor Shri/Mrs. \_\_\_\_\_ on \_\_\_\_\_ at (Place) \_\_\_\_\_ and verified accordingly. The Surety/Guarantor has agreed in my presence. ~~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

Date \_\_\_\_\_

Signature of Surety : \_\_\_\_\_


Name : \_\_\_\_\_

**DELHI KHADI & VILLAGE INDUSTRIES BOARD**  
(Govt. Of NCT of Delhi)  
DFC Building, Plot No. 37-38, D-Block, Pankha Road Institutional Area,  
Janak Puri, New Delhi-110058.

F.7 /DKVIB/RGSRY/10-2010-11/ Dated 17/11/12  
Delhi Khadi & Vill. Industries Board  
Govt. of NCT of Delhi  
Nirgam Bhawan, Kashmere Gate,  
Delhi-110006  
Order

The Hon'ble Chairman vide order dated 24.06.2012 has approved to accept other government collateral securities such as FDRs/NSCs/Bank Guarantee etc. equivalent to loan amount, granted under the Rajiv Gandhi Swavlamban Rojgar Yojna (RGSRY) also, apart from the normal guarantee being taken presently to secure the loan amount. All the concerned officers/officials may note for compliance.

This issues with the orders of Competent Authority.

  
(R.K. JAJORIA)  
ASSTT. DIRECTOR

Copy to:-

1. PS to Chairman, for kind information of the Chairman
2. PS to Managing Director, for kind information of the MD.
3. Dy. Director/HOO
4. Dy. Director (Mktg./Loans)
5. AAO
6. Concerned staff *DO(P)*
7. Guard file

*1 JLA*

*1 SA*