

01. OVERALL GUIDELINES

Purchase of Four Wheeler		
Particulars	Officer	Workmen
Eligibility	All confirmed Officers with three years' service in the Bank	All confirmed Clerks with three years' service in the Bank
Maximum Limit	Rs. 15,00,000/- (Rupees Fifteen Lakhs only)	Rs. 7,50,000/- (Rupees Seven Lakhs and Fifty Thousand only)
Margin	10%	10%
Exit Age	For Pension Optees who are retiring on superannuation / VRS – 67 years For all others – till separation from services of the Bank	For Pension Optees who are retiring on superannuation / VRS – 67 years For all others – till separation from services of the Bank
Rate of Interest	7% (simple)*	7% (simple)*
Repayment	180 equal monthly instalments - Principal and Interest accrued in the ratio of 3 : 2	180 equal monthly instalments - Principal and Interest accrued in the ratio of 3 : 2
Security	Hypothecation of the vehicle to be purchased out of the loan.	Hypothecation of the vehicle to be purchased out of the loan.

Purchase of Two Wheeler		
Particulars	Officer	Workmen
Eligibility	All Officers with Six months of Service	Clerk Staff – Six months of Service. Sub Staff – Confirmed sub-staff with Basic not less than Rs.6900/-. PTS – Confirmed PTS with Basic not less than Rs.6900
Maximum Limit	Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only)	Clerks - Rs. 1,25,000/- (Rupees One Lakh and Twenty-Five Thousand only) Substaff - Rs. 90,000/- (Rupees Ninety Thousand only)
Margin	10%	10%

Purchase of Two Wheeler		
Particulars	Officer	Workmen
Exit Age	For Pension Optees who are retiring on superannuation / VRS – 65 years For all others – till separation from services of the Bank	For Pension Optees who are retiring on superannuation / VRS – 65 years For all others – till separation from services of the Bank
Rate of Interest	7% (simple)*	7% (simple)*
Repayment	84 equal monthly instalments - Principal and Interest accrued in the ratio of 5 : 1	84 equal monthly instalments - Principal and Interest accrued in the ratio of 5 : 1
Security	Hypothecation of the vehicle to be purchased out of the loan.	Hypothecation of the vehicle to be purchased out of the loan.

Loan for repair of Four Wheeler

Terms	Conditions
Eligibility	All confirmed Officers with three years of service in the Bank All Confirmed Clerical staff members with three years of service in the Bank
Purpose	Repair of motor car including cost of spares and repair charges
Loan Amount	Rs.1,00,000/- (Rupees One Lakh only) for Officers and Rs.50,000/- (Rupees Fifty Thousand only) for Clerical Staff
Periodicity	Maximum twice in entire career
Rate of Interest	7% (simple)*
Margin	20%
Repayment	84 equal monthly instalments - Principal and Interest accrued in the ratio of 5 : 1

*Including for Pension Optees who are retiring on superannuation / VRS. However, where the Employee ceases to be in the service of the Bank, other than by retirement on superannuation / VRS, the entire outstanding loan shall be repaid immediately failing which the loan account will attract rate of interest applicable for Vehicle Loan to General Public.

For availing the loan for repair of four wheelers,

- The concerned Officer / Clerk has to produce estimate of expenditure from reputed workshop

and also produce stamped receipt from the workshop.

- The subsisting liability under vehicle loan (Four Wheeler) of the concerned Officer / Clerk should be in order.
- Should satisfy the take home pay norms inclusive of the proposed deduction.

Takeover of car loan availed under Vehicle Loan Scheme

The Employees who have already availed car loan under vehicle loan scheme from our Bank/ other Banks (with prior permission, wherever applicable) shall be allowed to convert their existing loan to the revised loan Scheme subject to compliance of other provisions of this Scheme. The maximum amount permitted to be taken over shall not exceed the maximum ceiling as provided for in the Scheme.

Loan for Second Hand Car

There is no restriction for purchase of used cars / second hand cars under this Scheme. However, such requests received from Officers / Award Staff can be considered, subject to the following conditions :

1. The Officer / Award Staff should be eligible for the staff vehicle loan. The limit of loan, rate of interest, repayment period, Documentation and other conditions, etc., stated above shall be applicable for second hand car loan. Further the age of the vehicle should not be more than 5 years.
2. The concerned Officer / Award Staff should produce a valuation certificate from a reputed motor garage evidencing the condition, expected residual life, present value.
3. The Officer / Award Staff shall insure the vehicle (comprehensive policy with Bank clause) for the period of the vehicle loan.
4. The vehicle loan shall be sanctioned on the basis of the assessed market value stated in the valuation report, keeping a margin of 20%.

Other Conditions

- There is no limit to the number of times vehicle loan can be availed by a staff member.
- Time gap for availing second and subsequent loans for purchase of vehicle are furnished below:

Category	Time gap			
	Officers		Award staff	
	Two Wheeler	Four Wheeler	Two Wheeler	Four Wheeler
New Vehicle to New Vehicle	4 years	4 Years	4 Years	4 Years
New Vehicle to Old Vehicle	----	4 Years	----	4 Years
Old Vehicle to New Vehicle	4 Years	4 Years	4 Years	4 Years
Old Vehicle to Old Vehicle	----	4 Years	----	4 Years

- Not more than one four wheeler and one two wheeler loans to be outstanding at any point of time.
- Wherever eligible, reimbursement of petrol will be allowed only for one of the vehicles.
- The stipulated time gap for availment of second and subsequent loans is relaxable on case to case basis in the case of major accident, theft or on sentimental reasons subject to the production of evidence/proof.
- Driving License is a must for Two Wheeler (Permanent or Learning). In the case of Four Wheeler, Permanent or Learning License or a declaration to engage a Driver is required.
- The vehicle should be purchased in the name of the staff only.
- Invoice / Valuation Certificate from approved Valuer / Engineer is a must in case of purchase of second hand vehicles.
- At the time of applying for vehicle loan, staff members have to mention about the previous availment of the Staff Vehicle Loan and the time gap.
- Employees under suspension / major penalty proceedings are not eligible for sanction of vehicle loan till the matter reaches fruition.
- Staff members should have a minimum of 40% take home pay after deduction of all dues including the proposed instalment of the loan.
- There is no bar on both Husband and Wife (both being Employees of our Bank) availing the loan individually.
- It shall be obligatory on the part of the Employee availing loan to take Comprehensive Insurance Policy of the vehicle with Hypothecation clause in favour of the Bank.
- The Employees while applying for vehicle loans shall give an undertaking in writing that in the event of his / her death / resignation / retirement or termination of service prior to

liquidation of the loan, the Bank shall have the right to set-off the dues including interest thereon from the terminal benefits payable to the Employee's Heirs / Nominee. Towards this end, Documents such as DP Note, request letter from the Employee, Hypothecation of Vehicle, Insurance Policy of the Vehicle, Letter of Authority for deduction of monthly instalment directly from the salary, Letter of Authority authorizing the Bank to utilize the Gratuity / PF and other dues payable to him / her on ceasing to be in the service towards adjustment of the vehicle loan, Lien in Bank's favour etc., shall form part of loan documentation.

- The loan amount will be released in the name of the Dealer or the Seller in the case of second hand vehicle. The relative invoice copy will thereafter be produced by the Employee for inspection and payment, and the same will be retained with the loan documents.
- The Employee shall not sell or part with the vehicle without prior permission of the Sanctioning Authority, when the loan is outstanding / during the pendency of the loan.
- The Employee has to maintain the vehicle in good condition at his / her own cost.
- The availment of CCIL for purchase of two wheeler shall not be counted as one of the occasions within the permissible levels in the entire service of the staff members.
- A physically challenged Employee (Clerk / Officer) shall be eligible for loan for purchase of special tricycle / motor car provided he / she fulfills the other criterion.
- In the case of staff members who are not having sufficient repayment span as stipulated, then the repayment schedule for principal and interest recovery shall be arrived in the ratio of 5 : 1 in the case of two wheelers, 3 : 2 in the case of four wheelers and 5 : 1 in the case of repairs of four wheelers.
- Where there is a time lag in delivery, the same shall be clearly indicated in the quotation from the Dealer and Sanctioning Authority shall specify the period. In any case, it shall not exceed 3 months.
- No prepayment penalty is leviable.
- For sanction of loan, the control price would include, Octroi, GST, Sales Tax or any other tax on the vehicle, comprehensive insurance for one year and life tax.
- The purchase of vehicle should be strictly for personal / family use of the Employee and not for any commercial use. An undertaking to this effect shall be obtained from the Employee at the time of sanction of facility. If any misuse is detected, it will attract disciplinary proceedings in addition to charging commercial rate of interest from the date of availment of loan.
- An Employee deciding to avail the loan shall forward his application in the prescribed form through the Branch Manager / Departmental Head to the Sanctioning Authority and produce documents and evidence, as deemed necessary by the Bank.
- The Management reserves the right to amend / alter / cancel the terms and conditions of grant of vehicle loans without giving any notice.

02. Sanctioning Authorities

For officers/ employees posted at Zonal Offices, branches/ offices (including specialized Branches coming under Zonal Manager)	Respective Zonal Manager
Zonal Managers and officers / employees in FGM Office	Respective Field General Manager
Field General Managers, Officers / employees working in Corporate Office / Offices coming under Corporate Office (i.e. IMAGE, Staff Colleges, STC, Inspection centres, SAMV Branches, Corporate Branches) / RRBs / Subsidiaries etc.	General Manager, Corporate Office, Retail Assets & Deposits Department

03. Interpretation

The scheme is implemented by CO: RA&D and standard operating procedure is being developed by CO: RA&D. In case of any clarification in the scheme the decision of General Manager (RA&D) shall be final.