



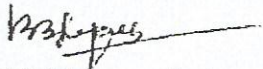
Sub: Financial assistance in the form of 'Clean Loan-Flood Relief' to the employees affected by 'HUDHUD' Cyclone and subsequent heavy rains in the state of Andhra Pradesh.

The recent floods have caused unprecedented damage to life and property in the Districts of Visakhapatnam, Vijayanagaram and Srikakulam in the State of Andhra Pradesh. Many of our employees are affected by the calamity and suffered heavy loss to their property.

In order to mitigate the loss suffered by our employees, we are pleased to inform that the Board of Directors of the Bank in its meeting held on 06.12.2014 approved the following Scheme for sanction of Clean Loan to the employees affected by Cyclone as under:

i	Eligibility	The confirmed employees including Part Time Sweepers on Scale Wages, working in the branches / offices in the specified Districts in the State of Andhra Pradesh and are affected by floods and those who are working elsewhere and owning houses in flood affected areas are eligible.	
ii	Facility	Clean Loan recoverable from the salary of the employee on monthly basis.	
iii	Documentation	a. Application for Clean Loan b. Demand Promissory Note c. Composite Loan agreement d. Letter of Undertaking to adjust the balance of loan amount from out of the terminal benefits payable.	
iv	Quantum of Loan	Officers -	Rs.75,000/-
		Clerks -	Rs.60,000/-
		Sub-staff -	Rs.45,000/-
v	Rate of Interest	9% p.a. (simple)	
vi	Repayment period	The loan together with interest shall be repaid within 60 months or by the date of retirement whichever is earlier, in equated monthly instalments.	

vii	Purpose of the loan	Special relief loan to the employees to alleviate the sudden hardship caused by cyclone.
viii	Minimum Take Home pay for eligibility	Net pay / take home pay should be 40% after all the deductions including the instalment of the proposed loan. While arriving at take home pay, a maximum of Rs.8,000/- towards housing loan instalment may be added back. (This is an existing condition for staff loans).
ix	Sanctioning Authority	As applicable to other loans
	for Award Staff and Officers in JMGS-I	CM at Zonal Office/HO
	for Officers in MMGS-II and MMGS-III	AGM at Zonal Office/HO
	for Officers in SMGS-IV and V	DGM at Zonal Office /HO
	for Officers in TEGS-VI	GM(HR) at Head Office
	for Officers in TEGS-VII	ED


 (V.B. Bhagavathi)
 General Manager (HR)