

Schemes of National Agencies
(NBCFDC/NMDFC/NSKFDC),
KSBCDC; Eligibility Criteria,
Security Norms, Execution of
Agreements, Disbursement etc.

KSBCDC Schemes and guidelines 2020

Project Division, BCDC

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<p>NBCFDC (An ISO 9001:2000 Certified Company as well as MoU signing company) is a wholly owned Government of India Undertaking under the Ministry of Social Justice and Empowerment, Government of India and is managed by a Board of Directors. NBCFDC is a Section-8 Company (not for profit) registered under the Companies Act, 2013 (formerly Section 25 Company under the Companies Act, 1956) that was set up by the Government of India in January, 1992 with the objective of working for economic empowerment of persons belonging to Backward Classes, living below Double the Poverty Line (DPL).</p> <p>BROAD OBJECTIVE The broad objective of NBCFDC is to provide financial assistance for the economic empowerment of persons belonging to the Backward Class families living below Double the Poverty Line (DPL).</p>	
 <p>The National Minorities Development & Finance Corporation (NMDFC)</p>	<p>First Floor, Core-1, Scope Minar Laxmi Nagar, Delhi - 110092 Phone: 22441442 / 44 / 52 / 53 / 55 Fax: 22441637 / 22441452 / 38 / 41 E-mail: nmdfc123@gmail.com Website: www.nmdfc.org</p> <p>Toll Free No: 14402</p>
<p><i>The National Minorities Development & Finance Corporation (NMDFC) was incorporated on 30th September 1994, as a company not for profit, under Section 25 of the Companies Act 1956. It is a National Level Apex Body for the benefit of Minorities as defined under the National Commission for Minorities Act 1992.</i></p> <p><i>The prime mandate of NMDFC is to provide concessional finance to the Minorities for self employment/ income generation activities. As per the National Commission for Minorities Act, 1992, the notified Minorities are Muslims, Christians, Sikhs, Buddhists & Parsis. Subsequently, Jain community was also added into the list of notified Minority Communities in January 2014. Under NMDFC programme, preference is given to Artisans & Women.</i></p> <p><i>At present, the families having annual income up to Rs. 98,000 in Rural areas and Rs. 1,20,000 in urban areas are eligible under the NMDFC schemes. As a special initiative of NMDFC, a new annual family income eligibility limit of up to Rs. 6.00 lacs has been introduced with effect from September, 2014 by adopting the "Creamy Layer" criterion followed amongst the OBC community by Government of India.</i></p>	

 <p>National Safai Karamcharis Finance & Development Corporation(NSKFDC)</p>	<p>NSKFDC, NTSC,3rd Floor, E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020 Telephone Nos- +011-26382476, 26382477,26382478 Fax- 011-26382479 E-mail : nskfdc-msje[at]nic[dot]in Website: http://www.nskfdc.nic.in</p>
<p>National Safai Karamcharis Finance & Development Corporation(NSKFDC), A wholly owned Govt. of India Undertaking under the Ministry of Social Justice & Empowerment (M/o SJ&E) was set up on 24th January 1997 as a Company “Not for Profit” under Section 25 of the Companies Act, 1956.</p> <p>Mission of NSKFDC is to endow alternate means of livelihood to Safai Karamcharis/Scavengers and their dependants to enable them live with dignity, honour and pride along with the mainstream of the Society.</p>	

 <p>Kerala State Backward Classes Development Corporation</p>	<p>“Sentinal” Pattoor, Vachiyoor Thiruvananthapuram – 691035</p>
<p>Kerala State Backward Classes Development Corporation Ltd (KSBCDC) is a Private Limited Company fully owned by the Government of Kerala, registered under the Companies Act 1956 on 28-02-1995</p> <p>Mission : "Freedom from Poverty and Backwardness" of the targeted communities.</p> <p>KSBCDC is the State Channelizing Agency of three National Agencies – National Backward Classes Finance Development Corporation (NBCFDC), National Minorities Development Finance Corporation (NMDFC) and National Safai Karamcharis Finance & Development Corporation(NSKFDC).</p> <p>KSBCDC’s Registered Office is at Thiruvananthapuram and the Corporation has offices in all the 14 Districts of the State and 20* Taluk level Sub District Offices. (* including new offices in the opening stage)</p>	



**SCHEMES IMPLEMENTED BY
KERALA STATE BACKWARD CLASSES DEVELOPMENT
CORPORATION LTD**

Scheme 1. SELF-EMPLOYMENT LOAN SCHEME

The main objective is to promote economic activities of the poorer sections of the other backward classes and minorities for setting up self-employment ventures.

The Corporation can assist a wide range of income generating activities under the following broad sectors

1. Agriculture and Allied

Agriculture production and related field such as irrigation, purchase of agriculture machinery, animal breeding, poultry farming, horticulture, bee keeping etc. Purchase of equipment for agriculture services such as custom service (pesticide spray, harvesting etc.) custom hiring of agriculture machinery, setting up grading and packing houses, purchase of transport vehicles for marketing of agriculture products etc.

2. Artisan and Traditional Occupation

These include barbers, washer men, tailors, weavers, carpenters, potters, black-smiths, masons and manufacturing of handicraft items including brass ware, gardeners in urban area etc.

3. Technical Trades Self-Employment

These include technical trades such as electrician, plumber, sheet metal, TV/Radio repair, motor mechanic, mobile phone repair, tyre puncture repair, refrigeration mechanic etc.

4. Small Business

These include small business, tea shop, general provision stores, books and stationery shop, newspaper and magazine shop, vendors, photocopier service, typewriting and word processing service etc.

5. Small Scale and Tiny Industry

Hawai chappal, hairbrush, safety match box manufacturing etc.

6. Transport Services

These include auto-rickshaw, taxis, tempos, trucks for hire etc. including cycle hiring service.

Above activities are illustrative and not exhaustive and beneficiaries may choose any of the occupation of their choice under these sectors as their right. The beneficiary should identify and formulate technically feasible and financially viable schemes and submit to KSBCDC for financing as per the guidelines issued from time to time. KSBCDC will also help the potential beneficiaries by way of vocational training requirements. Pre and Post disbursement follow up will be conducted to ensure the proper utilization of loans.

1A. National Agency - Self Employment Scheme (NBCFDC/NMDFC)

	Name of the Agency		
	 NBCFDC	 NMDFC (Credit Line – 1)	 NMDFC (Credit Line – 2)
Eligibility (Caste/Religion & Annual Income)	Members of Backward Classes living below double the poverty line Annual Family income is below Rs.3.0 Lakhs P.A irrespective of rural or Urban Area	Members of minority families having annual income up to Rs.98,000 in Rural areas and Rs.1,20,000 in urban areas The applicant must belong to (Muslim, Christian, Sikh, Parsi, Buddhist and Jains)	Members of minority families having Annual family income up to Rs. 6.00 lakhs The applicant must belong to (Muslim, Christian, Sikh, Parsi, Buddhist and Jains)
Maximum Loan Amount	Rs. 15.00 lakh NBCFDC: SCA: Benef.= 85 : 10 : 5	Loan Amount Up to Rs. 20.00 Lakhs NMDFC: SCA: Benef. =90 : 5 : 5	Loan Amount Up to Rs.30.00 Lakhs NMDFC: SCA: Benef. Cont=90 : 5 : 5
Maximum Repayment Period	For Loan up to ₹ 2 lakh: 60 months For Loan above ₹ 2 lakh and up to ₹ 5 lakh: 72 months Above ₹ 5 lakh: 84 months	60 months	60 months
Interest Charged	<u>loan amount up to Rs. 5 Lakh</u> 6% <u>Loan above Rs.5 lakh and up to Rs. 10 lakh</u> 7% <u>Loan above Rs. 10 lakh</u> 8%	6% p.a.	6% p.a for women and 8% p.a. for male.
Age Limit	Age of the applicant must be between 18 and 55.		

1B. Special Self-Employment Scheme for Backward Class Women

(NEW SWARNIMA SCHEME FOR WOMEN)



Name of the Agency	NBCFDC	
Objective	Inculcating the spirit of self-dependence among the women of Backward Classes under Term Loan.	
Eligibility	The annual family income of the applicant must be below ₹ 300,000/-	
Maximum amount of loan	₹ 2,00,000/-	NBCFDC – 95%, KSBCDC:5%
Beneficiary contribution	Nil	
Age Limit	Must be between 18 and 55.	
Rate of Interest	5%	
Repayment period	60 months	

1C. KSBCDC Self Employment Scheme

Name of the Agency 	KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION	
Eligibility	<p>Other Backward Classes/Minorities. The annual family income of the applicant must be below ₹ 3,00,000/-.</p> <p>Preferences should be given to widows, deserted and handicapped women. If selection is required, then annual family income of the applicant shall be taken as major criteria.</p> <p>Loan under this scheme will be sanctioned only on the event of <i>non-availability of funds from NBCFDC/NMDFC</i> as per the decision of the Director Board</p>	
Maximum amount of loan	₹ 15,00,000/-	
Beneficiary contribution	5% of the project cost.	
Age Limit	Must be between 18 and 55.	
Rate of Interest	loan amount up to ₹ 5 Lakh : 6% loan amount above ₹ 5 lakh and up to ₹ 10 lakh: 7% loan amount above ₹ 10 lakh : 8%	
Repayment period	Loan up to ₹ 2 lakh: 60 months Loan above ₹ 2 lakh & up to ₹ 5 lakh : 72 months Loan above ₹ 5 lakh: 84 months	

1D. Working Capital Loan scheme (BCDC CREDIT LINE 1 – A.F.I up to 3L)

	KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION
Objective	<p>The objective of the scheme is to assist the beneficiaries of KSBCDC who have once availed a Self Employment Loan from the Corporation and satisfactorily completed the repayment and closed the account. This loan can be used for meeting the working capital requirement of the business activity for which the self employment loan was availed.</p> <p>In case the business for which self employment loan was availed has been transferred to another member of the same family, this loan can be sanctioned to the new owner of the business also.</p>
Eligibility	<p>Other Backward Classes/Minorities. The annual family income of the applicant must be up to ₹ 3,00,000/-.</p>
Maximum amount of loan	₹ 3,00,000/-
Age Limit	Must be between 18 and 55.
Rate of Interest	8%
Repayment period	<p>Loan up to ₹ 2 lakh: 60 months Loan above ₹ 2 lakh: 72 months</p>

1E. Business Development Loan Scheme (BCDC CREDIT LINE 2 – A.F.I below 8L)

	KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION
Objective	<p>The objective of the scheme is to assist entrepreneurs to develop their existing business (<u>Minimum 1 year completed</u>). The loan can be availed for expansion in similar line or otherwise/modernization or for working capital requirements.</p>
Eligibility	<p>Other Backward Classes/Minorities. The annual family income of the applicant must be below ₹ 8,00,000/-.</p> <p>Proof of Business: Firm's License/Bank Statement of the Firm/IT Return/GST Return etc. shall be produced as age proof of the firm.</p>
Maximum amount of loan	<p>₹ 5,00,000/- BENE : 10% (minimum of project cost)</p>
Special Condition For Loans above 3 lakhs under this scheme	Pre Sanction Inspection & Amount above 3 Lakhs to Supplier/Distributor/ Contractor as third party payment.
Age Limit	Must be between 18 and 60.
Rate of Interest	9%
Repayment period	<p>Loan up to ₹ 2 lakh: 60 months Loan above ₹ 2 lakh : 72 months</p>

1F. NBCFDC/NMDFC & KSBCDC JOINT SELF EMPLOYMENT PROGRAMME (START UP SCHEME FOR OBCs)

(CREDIT LINE 1 – A.F.I below 3L under NBCFDC)

(CREDIT LINE 1 & 2 UNDER NMDFC – AFI limited to below 4.5L)



Name of the Agency	KSBCDC/NBCFDC/NMDFC
Objective	The scheme is to promote OBC professionals to commence innovative startup ventures ideally related to his/her professional qualification.
Funding Agencies	NBCFDC/MNDFC/KSBCDC
Eligibility: Caste/Religion	Person belong to Other Backward Classes only
The annual family income of the applicant :	For OBCs assisted under NBCFDC scheme, income limit will be below Rs.3.00 lakhs. For assistance under NMDFC scheme (Credit line 1 or 2) income limit below 4.5 lakhs.
Educational Background	The applicant should have passed any Technical or professional degree course like MBBS, BDS, BAMS, B tech, BHMS, etc.
Other Eligibility conditions	Preferences should be given to widows, deserted women. If selection is required, then annual family income of the applicant shall be taken as the major criteria.
Maximum amount of loan	₹ 20,00,000/- Under NBCFDC Scheme, loan in excess of the max. Rs. 15.00 lakhs will be met from KSBCDC fund.
Beneficiary contribution	5% of the project cost.
Age Limit	Must be between 18 and 40.
Rate of Interest	Similar to interest rate of NBCFDC/NMDFC self-employment loan schemes (as applicable)
Repayment period	Similar to NBCFDC/NMDFC self-employment loan scheme
Subsidy from BCDD	The beneficiary of this scheme will get a subsidy (back ended) equivalent to 20% of the Loan amount subject to a maximum of 2 lakhs from BCDD, if found eligible as per the criteria fixed by BCDD. The amount will be credited to the loan account as and when it is received from BCDD.

1G. NBCFDC/NMDFC & KSBCDC JOINT SELF EMPLOYMENT PROGRAMME

Re-Turn - SCHEME FOR RETURN EMIGRANTS- **SCHEME FOR OBCs & Minorities**



(CREDIT LINE 1 – A.F.I below 3L under NBCFDC)
(CREDIT LINE 1 -0.98L/1.2L- & CREDIT LINE 2 - 6L under NMDFC)

Name of the Agency	KSBCDC/NBCFDC/NMDFC
Objective	To enable the returning emigrants to become an entrepreneur on a modest scale by giving suitable guidance and standard capital subsidy under Government of Kerala's NDPREM Scheme.
Funding Agencies	NBCFDC/ NMDFC/ KSBCDC
Eligibility: Caste/Religion	Person belong to Other Backward Classes and Minorities
Eligibility: Recommendation	The return emigrants shall be duly recommended by the Norka Roots. The self-employment venture shall be within the state.
The annual family income of the applicant	<p>The annual family income for OBCs financed under NBCFDC scheme shall be below Rs. 3,00,000/- irrespective of place of residence.</p> <p>The annual family income of the minority applicant financed under NMDFC Credit Line I scheme shall be up to Rs. 1,20,000/- in urban areas and Rs. 98,000/- in rural areas and under NMDFC Credit line II shall be up to Rs. 6,00,000/-.</p> <p>If selection is required, then annual family income of the applicant shall be taken as major criteria.</p>
Maximum amount of loan	₹ 20,00,000/- 85% of the Loan by NBC/ 90% of the Loan by NMD. Under NBCFDC Scheme, loan in excess of Rs.15.00 lakhs will be from KSBCDC fund.
Beneficiary contribution	5% of the project cost.
Age Limit	Must be between 18 and 65 years
Subsidy from NORKA ROOTS	<ol style="list-style-type: none"> 1. A subsidy equivalent to 15% of the Project cost subject to a maximum of 3 lakhs from the NORKA Roots, subject to the condition that the business unit shall be in existence and operational for a period of at 4 years from the date of sanctioning subsidy; or till the closure of the loan, whichever is earlier. The subsidy will be released to the beneficiary's loan account only after verification to ensure that the scheme is operational until such period. <u>after verification of the scheme.</u> 2. In addition to this, Norka Roots will sanction an interest subsidy @ 3% during the <u>first four years</u> of repayment for loans repaid without default.

Release of subsidy	<p>The subsidy amount shall remain as interest free deposit with KSBCDC for 4 years or until it is released / apportioned to the borrowers account whichever is earlier. KSBCDC will charge interest in the loan amount only for the liability over and above the eligible subsidy amount.</p> <p>In the event, the borrowers business is not in operation for 4 years or until the period for the release of capital subsidy, he will not be eligible for capital subsidy/interest subsidy. Any amount credited to his loan account under capital subsidy/interest subsidy shall be refunded to KSBCDC by the beneficiary with penalty if any.</p> <p>The interest subvention released by NORKS ROOTS shall be reimbursed to the beneficiaries on receipt of the same by KSBCDC. NORKA ROOTS shall credit the amount to the registered office of KSBCDC who will release the amount to respective offices.</p>		
Rate of Interest & Repayment period			
Fund	Loan amount	Interest %	Repayment period (months)
NBCFDC	Up to 2 Lakhs	6	60
NBCFDC	Above Rs. 2 lakh – 5 Lakhs	6	72
NBCFDC	Above Rs. 5 lakh – 10 Lakhs	7	84
NBCFDC	Above Rs. 10 Lakhs	8	84
NMDFC Credit Line I	Up to 20 Lakhs	6	60
NMDFC Credit Line II	Up to 20 Lakhs	Women-6 Men-8	60

Self-Employment Loan (NBC/NMD/BCDC) General Rules

In addition to the eligibility conditions, interest rate, repayment details, the following general rules shall be applicable for lending under the above said loan schemes for starting self-employment ventures

Status (Individual/Firms)	<p>Projects submitted by individual beneficiary need only be accepted.</p> <p>Projects of partnership firm/Company shall be rejected.</p>
Disbursement in Installments	<p>Loan shall be disbursed in installments for loans with sanctioned amount above ₹ 3 lakh. (Except when the entire loan amount is sanctioned for the purchase of Vehicle/Machinery that requires one time investment). Number of Installments shall be ideally being limited to 2 or 3. Second and subsequent installments shall be disbursed only after ensuring utilization of installment/s already disbursed.</p>
Pre-sanction Inspection	<p>Pre sanction inspection shall be conducted for Loan above ₹ 5 lakh prior to the meeting of the Project Sanction Committee by an authorized officer (a competent senior employee) of the unit Office.</p> <p>The competency and background of the applicant to implement the project, the locational advantage, technical and marketing feasibility etc. shall be clearly mentioned in the inspection report, (prepare the Pre Sanction Inspection Report in the Prescribed Format)</p>
Field Verification between installments	<p>For loans above 3 lakh, onsite verification to ensure utilization of installments disbursed shall be conducted between installments or before releasing the final installment, as per the requirement of the project.</p>
Hypothecation	<p>In the case of Vehicle loan, Hypothecation of the vehicle has to be ensured in favour of KSBCDC. Cheque/DD (Account payee) shall be drawn in the name of Company / authorized dealer only. E-payment to the supplier or company is also permitted.</p>
Mode of disbursement	<p>By E-transfer / DD / Cheque in favour of the supplier or manufacturer or agent or Aadhar linked Bank Accounts of the Beneficiary as per the directions in the Sanction Order.</p>

Beneficiary Contribution Amount	Beneficiary contribution need not be collected from the beneficiary under the scheme. The beneficiaries are expected to utilize the beneficiary contribution to meet the initial expenses as per the project report submitted.
Ensuring Utilization	<p>For loans up to ₹ 3 lakh: photograph, copy of the bill/voucher/invoice duly certified by the Borrower is sufficient.</p> <p>For loans above 3 lakhs, Physical verification of the project shall be done as per the direction in the sanction order in addition to Bills/Vouchers, Photographs etc. as proof.</p>
GST Bills	GST bills shall be insisted on the basis of the nature of the supplier and the quantum of loan amount. As per the GST ACT 2017 the business whose aggregate turnover in a financial year exceeds Rs 40 lakhs for goods /20 lakhs for services has to take registration under the Act.
Project Report	<p>(a) For Loans upto 3 lakhs a brief note of the project submitted in the space provided in the application form is sufficient.</p> <p>(b) For loans above ₹ 3 lakhs and upto ₹ 5 lakhs project profile with details of the promoter, his past experience, details of the project, investment required, source of finance, details of machinery/furniture/stock etc. with details of the vendors/firms/suppliers and expected income shall be attached with the loan application. (Self-prepared report is sufficient)</p> <p>(c) For loans above ₹ 5 lakhs, professionally prepared Detailed Project Report with Cash Flow Statement, Break Even Analysis, Balance Sheet, Schedule of Loan Repayment, Depreciation Schedule and Financial Ratio Analysis (DSCR, IRR, ROI, etc) are required. The period of statements shall tally with the repayment period. Since the maximum repayment period for loan amount above 5 lakhs is 7 years, the financial statements shall be prepared for 7 years period.</p> <p>(d) For purchase of vehicle, Detailed Project Report is not required. Instead Project profile with Income and Expenditure, Net Profit Statement and Schedule of Loan Repayment shall be submitted.</p>
Loan to an Entrepreneur who made the initial investment	Entrepreneurs who have made the initial investment up to 1 year prior to the date of loan application, but has not commenced the full-fledged operation of the business can be considered for loan. The entrepreneur shall produce valid documents to substantiate that the initial investment was made within one year prior to submission of loan application.

Fixed Capital and Working Capital

100% of loan amount can be sanctioned for fixed capital investment, if required.

For loans up to Rs. 10.00 lakhs, no restriction is imposed on the amount for meeting working capital requirements. However in such cases, the working capital amount in excess of 40% of the overall loan amount shall be paid by third party payment to dealer/supplier/contractor as the case may be. The Promoters contribution shall be utilized for meeting the cost of initial fixed investments (with proof).

For loans above Rs. 10 lakhs, assessment of working capital requirement must be carried out based on **Turn Over Method** as per Reserve Bank guidelines. The assessment of fixed asset to working capital requirement may be based on the type of project normally 60:40 for manufacturing, agriculture and service sector.

Turnover Method : (originally suggested by Nayak Committee for SSI units) is given below:

The WC requirements may be worked out on the basis of Naik Committee recommendations for working capital limit upto Rs.6 crores from the banking system, on the basis of minimum of 20% of their projected annual turnover for new as well as existing units.

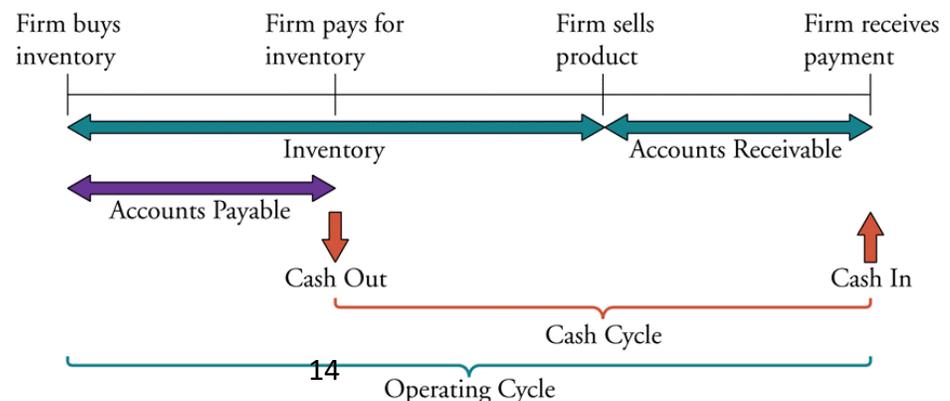
Beyond which WC be computed on the basis of WC cycle, after fixing stipulated margins, on each component of the WC. In case of borrowers desiring facilities under Naik Committee recommendations and having a WC cycle of more than 3 months in a year, the WC requirements will be funded after assessing his requirements on the basis of his WC cycle, after fixing proper margins.

Example:

Applicable for limits upto Rs.6 crores :

- (a) Projected sales = Rs. 10,00,000
- (b) Working capital requirements: 25% of projected sales i.e. Rs.2,50,000
- (c) Margin (contribution of Owner) : 5% of projected sales i.e. Rs.50,000
- (d) Working capital to be funded by bank : Rs.2,00,000

Based on WC cycle Method:



Eg: Say the Total Operating Exp is 6.535 L.

Operating Cycle=Inventory Period+Accts Reveivable Period (say 60 days)

Construction/Renovation of Building	Construction/Renovation of building in land owned by the entrepreneur for his venture can be treated as fixed capital and <u>not more than 50%</u> of the loan amount can be sanctioned for the purpose. <u>All the assets so created, including the land should be pledged as security for the loan.</u>
Project implementation period	The project implementation period shall be specified in the sanction order. Ideally the Project implementation period shall be maximum 4 months. All the installments shall be released within the time frame or period mentioned in the Sanction Order.
Extension of Project Implementation period	The Managers are permitted to extent the project period for a reasonable time on the basis of valid reasons submitted by the applicant. In case of loans above 10 lakhs, head office permission should be obtained to extend the period.
Self Employment Loan for second time	The applicant who have availed a Self Employment loan up to <u>Rs.3 lakh</u> , utilized the loan amount for the scheme and closed the account with satisfactory repayment history is eligible for applying for a <u>second loan</u> after <u>2 years</u> from the <u>date of closure</u> of the first loan. At any circumstances, a third loan under any self-employment schemes is not permitted.
CIBIL rating shall be applicable for High Value Loans wherever necessary	<p>CIBIL stands for Credit Information Bureau (India) Limited. It is the first credit information company in India, established in August 2000.</p> <p>The company collects and maintains credit records of individuals as well as commercial entities. This includes borrowing and payments related to loans and credit cards.</p> <p>On a case to case, if the situation demands, Credit rating by reputed agencies like CIBIL, CRISIL, ICRA, EQIFAX etc. shall be demanded for self-employment loans above Rs. 10.00 lakhs.</p>

Scheme 2. EDUCATION LOAN SCHEME

The objective of the scheme is to promote higher education amongst the other backward classes and minority communities. However, the financing under the educational loan scheme is restricted to 10% of the overall allocations under NBCFDC scheme and 20% of the Term Loan allocations under NMDFC scheme and is to be utilized for financing new educational loans and also for financing old cases during subsequent years of continued education.

The educational loans may be extended for Good Quality Professional employment oriented Educational Courses with employment potential through any college/ university duly recognized by government / govt agencies.

Many students travel abroad for their higher studies. So they can receive a better education than they could have at home. Studying abroad significantly improves their career opportunities – the knowledge, experience, and skills that you obtain are well-respected the world over.

Backward Classes Development Department, Government of Kerala has been extending Overseas scholarship that provides opportunities to study selected Foreign Universities in Medical/ Engineering/ Pure Science/ Agriculture/ Management / Law / Social Science Courses. The list is available in the BCDD website.

KSBCDC has also adopted the same list of institutions as a pre-requisite to become eligible to apply for education loan under foreign education scheme except Medical Courses. For Medical Courses, approval of the university by the Medical Commission of India is compulsory.

In addition to that the name of the foreign university/institution shall be included in the Hand Book of the Association of the Indian Universities.



2A. NBCFDC Education Loan Scheme

Agency	National Backward Classes Development Corporation	
Objective of the Scheme	To extend Education Loan to the members of the Other Backward Classes for pursuing professional or technical education at graduate and higher level and for pursuing vocational courses.	
Eligibility	<p>The loan shall be granted to members of OBCs as notified by the State.</p> <p>The annual family income of the parent/guardian of the applicant should be below Rs. 3.00 lakh</p> <p>Should have secured admission to professional/ technical courses in India or abroad through entrance test/ merit based selection process approved by appropriate agency such as AICTE, National Medical Commission (NMC), UGC, AIU etc.</p> <p>For vocational courses: The trainees should have secured admission in a course with at least 6 months duration in India and or supported by a Ministry/Dept./Organization of the Government or a Company/ Society/Organization supported by National Skill Development Corporation or State Skill Missions/State Skill Corporations, Sector Skill Council approved courses, preferably leading to a Certificate/ Diploma/Degree etc. issued by a Government Organization or an organization recognized /authorized by the Government to do so including but not limited to Nursing, Phrama, Tourism & Catering, Teachers Training etc.</p>	
Nature of course	Distance Education /Off-campus courses not covered under this scheme.	
Purpose of Loan	Admission fee, tuition fee, books, stationery and other instruments required for the course; Examination fee, Boarding and lodging expenses; insurance premium for policy during the loan period (Travel expense/passage money for studying abroad)	
Place of Study	Courses Within India	Courses Abroad
Accreditation Certificate	N.A	Accreditation certificate from Association of Indian Universities, New Delhi, is to be produced along with application
Appeared in the list of BCDD, Govt of Kerala		The university/institution should be in the list of approved institutions of BCDD, GoK (Not applicable for Medical Courses)
For Medical Courses	The Institute must be approved by the National Medical Commission	The Institute must be approved by the National Medical Commission
NEET Qualification	For Medical Courses NEET Qualification is needed	For Medical Courses NEET Qualification is compulsory
Maximum Loan Amount for a course	Rs. 15,00,000/- NBCFDC LOAN 90% SCA/BENE CONTRI 10%	Rs. 20,00,000/- NBCFDC LOAN 85% SCA/BENE CONTRI 15%

Maximum Loan Amount per year	3 lakhs per year (For Vocational Courses need based finance to meet 90% of admissible expenses based on the prevailing govt. stipulations)	4 lakhs per year
Max Repayment Period	60 months	
Interest Charged	3.5% p.a. for girls, 4 % p.a for boys.	
Age Limit	16-32 years	
Moratorium Period	Repayment period shall commence after six months of completion of course or getting job whichever is earlier. For medical courses internship period plus six months shall be considered as moratorium period to fix the first due date.	

2B. NMDFC EDUCATION LOAN SCHEME



Agency	National Minorities Development & Finance Corporation													
Objective of the Scheme	<p>NMDFC introduced the Educational Loan Scheme with the objectives to facilitate job oriented education amongst the weaker section of the Minorities. The identified courses should be such that are having the utmost probability of equipping the beneficiaries for jobs and should be of shorter duration up to 5 years.</p> <p>The course of study should have good potential in the job market. Any Technical/Professional courses including Diploma & Degree level courses may be considered.</p> <p>The College/Institute shall be recognized by the Central/State Government/University or by appropriate authority such as AICTE.</p>													
Nature of course	Distance Education /Off-campus courses not covered under this scheme.													
NMDFC - Courses Within India														
Category	Credit Line 1	Credit Line 2												
Eligibility	<p>The applicant shall belong to the notified Minority Communities.</p> <p>The annual family income of the parent/guardian of the applicant should be up to ₹ 98,000/- in rural areas and ₹ 1,20,000/- in urban areas.</p>	<p>The applicant shall belong to the notified Minority Communities.</p> <p>The annual family income of the applicant must be up to ₹ 6 lakh per annum.</p>												
For Medical Courses	The Institute must be approved by the National Medical Commission													
NEET Qualification	For Medical Courses NEET Qualification is compulsory													
Other Eligibility Conditions	<p>Confirmed admission in the intended course.</p> <p>Women and Physically challenged candidates would be given preference.</p> <p>Selection for Admission of the course out of the eligible candidates shall be strictly on the basis of merit.</p>													
Purpose of Loan	Admission fee and tuition fee, Cost of books, stationery and other instruments required for the course, Examination fee, Boarding and lodging expenses. (The loan amount must be limited to actual expenditure, subject to a maximum provided as per the scheme)													
Maximum Loan Amount for a course	<p>Rs. 15,00,000/-</p> <table border="1"> <tr> <td>NMDFC LOAN</td> <td>90%</td> </tr> <tr> <td>SCA</td> <td>5%</td> </tr> <tr> <td>BENE CONTRI</td> <td>5%</td> </tr> </table>	NMDFC LOAN	90%	SCA	5%	BENE CONTRI	5%	<p>Rs. 20,00,000/-</p> <table border="1"> <tr> <td>NMDFC LOAN</td> <td>90%</td> </tr> <tr> <td>SCA</td> <td>5%</td> </tr> <tr> <td>BENE CONTRI</td> <td>5%</td> </tr> </table>	NMDFC LOAN	90%	SCA	5%	BENE CONTRI	5%
NMDFC LOAN	90%													
SCA	5%													
BENE CONTRI	5%													
NMDFC LOAN	90%													
SCA	5%													
BENE CONTRI	5%													
Maximum Loan Amount per year	Rs. 3 lakh	Rs. 4 lakh												
Maximum Repayment Period	60 months													

Interest Charged	3% P.A.	5% P.A for women 8% for Men
Age Limit	16-32 years	
NMDFC - Courses Outside India		
Category	Credit Line 1	Credit Line 2
Nature of Course	Graduation - for job oriented Professional/Technical courses offered by the reputed University. Post-graduation-MCA,MBA,MS etc. (list of courses annexed) Pilot Training Programmes offered by recognized institutions abroad approved by competent authority in that country. Example: In USA, the Federal Aviation Administration, Govt. of USA, the license issued by such institutions should be convertible into correspondent Indian Licenses in case the applicant desires to take up employment in India after completion of course/trial abroad, as per directives of Director General of Civil Aviation, Government of India.	
Accreditation Certificate	In the case of Foreign Education Loan, accreditation certificate from Association of Indian University, New Delhi is to be produced along with the application.	
Appeared in the list of BCDD, GoK	The university/institution should be in the list of approved institutions of BCDD, GoK (Not applicable for Medical Courses)	
For Medical Courses	The Institute must be approved by the Medical Commission of India	
NEET Qualification	For Medical Courses NEET Qualification is compulsory	
Eligibility	-as stated in previous para-	-as stated in previous para-
Other Eligibility Conditions	-as stated in previous para-	-as stated in previous para-
Purpose of Loan	-as stated in previous para-	-as stated in previous para-
Maximum Loan Amount per year	20 lakhs @ max 4 lakh per year	30 lakhs @ max 6 lakh per year
Interest Charged	3% P.A.	5% P.A for women 8% for Men
Moratorium Period	Repayment period shall commence after six months of completion of course or getting job whichever is earlier.	

2C. KSBCDC EDUCATION LOAN SCHEME – VIDYASREE

 Agency	Kerala State Backward Classes Development Corporation
Name of the Scheme	Vidyasree (Education)
Category ONE	GENERAL COURSES
Objective of the Scheme	To extend loans to the members of Other Backward Classes or Minorities for pursuing Professional/ Technical/Vocational/Diploma/Certificate courses approved by the appropriate authority under Govt or Universities
Place of Study	Courses Within India
Eligibility	Distance Education /Off-campus courses except off-campus centers of Deemed Universities are not covered under this scheme. The applicant should have obtained admission for any full-time/ specified part time Professional/Technical/Vocational/Diploma/Certificate Courses approved by the appropriate authority under Govt.
Duration of the Course	Minimum Duration is 6 months. Maximum duration up to 4 years including internship.
Purpose of Loan	Admission fee, tuition fee, books, stationery and other instruments required for the course; Examination fee, Boarding and lodging expenses; insurance premium for policy during the loan period.
Maximum Loan Amount for a course	90% of the expenditure of course subject to maximum loan limit of ₹ 3 lakh. Max Loan Amount limited to Rs. 1.50 lakhs per year
Maximum Loan Amount per year and mode of disbursement of installment amount	The maximum loan amount limited to ₹1.50.lakh per year. 2 nd and subsequent installments will be released only after producing certificate from the Principal of the institution regarding the satisfactory performance of the student. In case of courses with a duration exceeding 1 year, the loan has to be disbursed in installments based on the fee certificate issued from the institute. For courses with duration exceeding one year, loan instalments has to be so fixed to ensure that proportionate/need based amount is sanctioned for every year of study until the completion of course.
Maximum Repayment Period	60 months
Interest Charged	6%
Age Limit	16-32 years
Moratorium Period	Repayment period shall commence after six months of completion of course or getting job whichever is earlier.

NBCFDC/NMDFC/KSBCDC EDUCATION LOAN General Rules

<p>Minimum Marks in Qualifying Examination</p>	<p>Minimum Mark restriction for courses offered within India and Outside India. :</p> <p><u>For Graduate courses other than Medical</u></p> <p>Should have passed the qualifying examination with minimum 75% Marks for science stream and 70% marks for Arts/Commerce stream. (Aggregate marks of all subjects)</p> <p>For Graduate Medical Courses: Minimum marks in the qualified exam is 80% (for Science Subjects viz. Physics, Chemistry and Biology (Zoology/Botany) taken together)</p> <p><u>For Post Graduate courses other than Medical</u></p> <p>The Minimum Marks for the Post Graduate Courses will be 70% and 60% respectively.</p> <p>For Post Graduate Medical Courses :60% Marks in the Qualifying Exam</p> <p>For Vidhyasree Loans: Minimum 60% marks have to be obtained in the qualifying examination.</p>
<p>Admission with in India</p>	<p>Admission shall be done by the concerned Govt Authority.</p> <p>Through a merit basis for Deemed Universities</p> <p>Students admitted to the OFF CAMPUS centers of recognized institutions are not eligible for loans.</p>
<p>Documents required for education loan</p>	<p>Mark sheets of qualifying examinations.</p> <p>Certificate of qualifying examination.</p> <p>Documents for eligibility to obtain admission in university/institute.</p> <p>Offer letter of the university/institute i.e. Proof of admission on the basis of qualifying exam/entrance test</p> <p>Parity/recognition of the university/institute certified by AIU(foreign courses)</p> <p>Fee structure- year wise fee structure - issued by the institute/university (certificate issued by consultancy organizations are not acceptable)</p> <p>Recognition/affiliation of professional bodies such as AICTE/UGC/NMC/NCI/UNIVERSITIES etc. if applicable.</p> <p>Information brochure of educational institute(foreign courses)</p>

Foreign Education & List of Foreign Universities for Courses other than Medical Courses	<p>The institution/university shall be included in the list of first 600* institutions prepared by the BCDD. Students admitted to the OFF CAMPUS centers of recognized institutions are not eligible for loans.</p> <p>(*) Note: The Head Office has the power to consider reputed institutions that has not appeared in the first 600 institutions, on the strength of documents to prove the merit of the institution. Such applications shall be forwarded to Head Office with supporting documents and recommendation.</p>
Year of Study & Change of Institution	<p>Only First Year students are eligible for apply. Students studying in second and subsequent years are not eligible.</p> <p>The applicant is not permitted to change the institution after the disbursement of installment is commenced without the prior permission of KSBCDC. If the applicant changes the institution without prior permission, further installments shall not be released.</p>
NEET Qualification and Medical Courses	<p>Candidates with NEET All India Rank BELOW 3 LAKH is ONLY eligible to apply.</p>
Relinquishment of Installments	<p>A candidate has the right to relinquish the subsequent installments of the loan after availing one or more installments.</p> <p>If the relinquishment is made by a candidate who has passed the examination to progress to the next year/semester, repayment will commence from the date on which the repayment would have started after the normal completion of course. <u>In such cases, the student has to produce the progress report every year, even after relinquishing the subsequent installments. If the student fails to produce the same, the amount disbursed will be treated as utilized and the same with interest would become repayable immediately in full or in installments as fixed by KSBCDC.</u></p> <p>In the event of <u>relinquishment/non-disbursement</u> of the loan due to the poor performance of the student in the examinations or discontinuation of the course by the student, corporation reserves the right to fix a repayment schedule as it deems fit for the recovery of the loan amount. In case the candidate discontinues the studies due to any reason whatsoever, the loan with interest would become repayable immediately in full or in installments as fixed by KSBCDC.</p> <p>In case the course lags due to medical or other valid reasons beyond the control of the student, a maximum of one year shall be allowed for submitting the progress report/availing the subsequent installment on production of certificate from college authorities.</p>

<p>Disbursement of Installments</p>	<p>Admission fee, tuition fee, examination fee and similar expenditure will be paid to the joint account in the name of applicant and co-borrower.</p> <p>The loan will be released in installments on annual basis depending upon the system of the concerned College/Institute. The second and subsequent installment of loan will be released on production of Progress Report/ Course Certificate/ Mark lists with regard to successful completion of the previous term. A certificate in this regard may be obtained from head of the institute.</p>
<p>Documents Required for subsequent installment</p>	<p>Progress report issued by the college authorities to prove that the student is undergoing the next year of study.</p> <p>For Foreign courses progress report shall be obtained by email or otherwise.</p>
<p>Prepayment of loan</p>	<p>The borrower can repay the interest at any time after availing the first installment of loan. In such cases, the borrower has to approach the concerned district/ sub district office before making the repayment.</p>
<p>Eligibility for more than One Student from the Same Family</p>	<p>No restriction on availing education loan to more than one person from the same family. However, in case of foreign education loan, only one live loan is permitted at a time from the same family.</p>

Scheme 3: Micro Finance Scheme (Through CDS/NGO)

This scheme is framed for helping the poorest among the poor who need loans of very small amount, and need the money as quickly as possible at their doorsteps. This scheme is implemented through Non-Governmental Organizations (NGOs) and Kudumbashree Community Development Societies (CDSs). KSBCDC sanctions loans to NGOs/CDSs which in turn distribute this loan to individuals through its self-help groups. The Loan should be given to only for income generating activities (group or individual scheme)

3A. NBCFDC MICRO CREDIT & NBCFDC MAHILA SAMIRTHI YOJANA MICROCREDIT



Scheme	NBCFDC MICRO CREDIT	NBCFDC MAHILA SAMIRTHI YOJANA MICROCREDIT
Objective	This scheme is framed for helping the group irrespective of gender	This scheme is framed for helping the women group only
Maximum loan limit/beneficiary/NGO	Rs. 100000/- Subject to maximum of Rs.10.00 Lakh per group For an NGO/CDS credit limit 3 CR	
Number of persons in one SHG	10- 20 numbers. Self Help Groups (SHGs) in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per income or economic criteria prescribed by Govt.) including Scheduled Castes/Scheduled Tribes/Minorities and Person with Disabilities (PwD).	
Annual family income of the beneficiary	Below Rs.3.00 Lakh	
Loan Share	NBCFD LOAN 90% SCA LOAN 05% BENEF CONTR 05%	NBCFDC LOAN 95% SCA/BENE CONTRI 05%
Utilization Period	3 months from date of disbursement	
Rate of Interest	To CDS/NGO 4% P.A. SHG/NHG/Members 5% P.A.	To CDS/NGO 3% P.A. SHG/NHG/Members 4% P.A.
Repayment	Loan is to be repaid in monthly installments within 36 months (excluding the moratorium period of three months).	
Note: Refer MICRO CREDIT detailed guidelines for enlistment, sanction of loan etc for NGOs/CDS		



3B. NMDFC MICRO CREDIT

Agency/Scheme	NMDFC MICRO CREDIT	
	Credit Line 1	Credit Line 2 (Currently BCDC not implementing micro under credit line 2)
Eligibility	The applicant shall belong to any one of the notified Minority communities of the State.	
Maximum loan limit/beneficiary	Rs. 100000/- Subject to maximum of Rs.10.00 Lakh per group For an NGO/CDS credit limit 3 CR	Up to Rs. 1.50 lac per member of SHG Up to Rs.30.00 lacs for a group of 20 members in one SHG
Annual family income of the beneficiary	Upto 98000/- (r) and 1,20,000/- (u)	Annual family income of the beneficiary is : 6 lakhs
Maximum number of persons in one SHG	20 In a SHG 75% of members shall be from minority communities and remaining members may be from other category. In exceptional cases if 60% of members are from minority communities, such groups can be considered provided all the remaining members belong to either OBC/SC /ST/ Handicapped.	
Fund Share	NMDFC LOAN 90% SCA LOAN 05% BENEFICIARY CONTRI 05%	
Utilization Period	3 months from date of disbursement	
Rate of Interest	To CDS/NGO 4% P.A. SHG/NHG/Members 5% P.A.	To CDS/NGO -5%P.A. SHG/NHG/Members - 10% PA
Repayment	Loan is to be repaid in monthly installments within 36 months (excluding the moratorium period of three months).	

3C. NSKFDC MICRO CREDIT & NSKFDC MAHILA SAMIRTHI YOJANA MICROCREDIT



ISO 9001: 2008

Scheme	NSKFDC MICRO CREDIT	NSKFDC MAHILA SAMIRTHI YOJANA MICROCREDIT
Objective	This scheme is framed for helping the group irrespective of gender	This scheme is framed for helping the women group only
Maximum loan limit/beneficiary/NGO	Rs. 100000/- Subject to maximum of Rs.10.00 Lakh per group For an NGO/CDS credit limit 3 CR	
Number of persons in one SHG	<p>10- 20 numbers. Preferably for Self Help Groups (SHGs) in which predominantly (50% and above) members belong to Backward Classes/Minorities. However NSKFDC has not insisted any income or caste criteria. The only criteria insisted by NSK is that either the group shall be engaged in cleaning/sanitation activities including waste picking jobs or the group members shall be the safai karmacharis or dependents of safai karmacharies.</p> <p>A certificate issued by any authorized officials like Grama Pachayat President or Secretary, Municipal Chairman or Councilors or Gazetted officers shall be produced as proof of Safai Karmachari or dependents of safai karmachari or the group is engaged in cleaning or sanitation jobs.</p>	
Annual family income of the beneficiary	No Limit	
Loan Share	NBCFD LOAN 90%	SCA LOAN 10%
Utilization Period	4 months from date of disbursement	
Rate of Interest	To CDS/NGO 4% P.A. SHG/NHG/Members 5% P.A.	To CDS/NGO 3% P.A. SHG/NHG/Members 4% P.A.
Repayment	Loan is to be repaid in monthly installments within 36 months (excluding the moratorium period of four months).	
Note: Refer MICRO CREDIT detailed guidelines for enlistment, sanction of loan etc for NGOs/CDS		

NBC/NMD/NSK LOANS MICRO CREDIT GENERAL RULES**NGO : Net Worth and Financial Statements**

Loan eligibility of NGOs shall be 80 % of the Net Worth in the case of NGOs which have already availed loan from KSBCDC under the scheme and have repaid the installments till the date of loan application with satisfactory repayment history. For all other NGOs loan eligibility shall be based on 50% of their Net Worth. The loan amount ascertained based on Net Worth shall not exceed the ceiling if any fixed from time to time.

Final Accounts of the NGO must be signed by the authorized signatories of the NGO and certified by the Chartered Accountant with UDIN. Accounts prepared/submitted on the letter head of the Chartered Accountant and/or with the signature of the Chartered Accountant alone without UDIN shall not be accepted.

Joint Liability Group under NHGs of CDS

Joint Liability Group under CDS can also be considered for financing subject to the following special conditions

The CDS should submit affiliation certificate of the formation of the joint liability group.

Maximum loan amount to a JLG : The maximum amount of loan limited to ₹ 4 lakhs per JLG and ₹ 100000/- per member of JLG. The loan is sanctioned for setting up group project only. The other conditions of Micro credit loan are applicable to JLGs also.

Micro Finance – Rate of Interest

KSBCDC to CDS/NGO – 4.00%

CDS/NGO to NHG/SHG – 5.00%

MSY – Rate of Interest

KSBCDC to CDS/NGO – 3.00%

CDS/NGO to NHG/SHG – 4.00%

Further loan to Existing CDS/NGOs: Further Loan can be considered subject to the condition that the overall outstanding amount under the existing and new loans taken together shall not exceed the upper limit of **3CR**. The Director Board has the power to relax the upper limit with sufficient reasons.

Note: Refer MICRO CREDIT detailed guidelines for enlistment, sanction of loan etc. for NGOs/CDS

Scheme 4: OTHER SCHEMES OF NBCFDC/NMDFC

4 A. NBCFDC	SKILL DEVELOPMENT TRAINING SCHEME
<p>To impart Skill Development Training in broad conformance to the Common Norms (relevant extracts enclosed) for upgradation of technical and entrepreneurial skills through Govt./State Govt./SCA Training Institutes and Sector Skill Council constituted by Ministry of Skill Development and Entrepreneurship, so that eligible members of Backward Classes may engage in developmental activities by way of self employment or wage employment.</p> <p>The Skill Development will be got carried out through following categories of institutes, councils and training partners following the National Skill Qualification Framework (NSQF) and complying to the Common Norms</p> <p>a) The Institute under the aegis of Central Government & State Government. b) Sector Skill Councils – who sign MOAs with NBCFDC c) Training Partners especially those having good past track record of working with NBCFDC, registered with National Skill Development Corporation (NSDC) and or Sector Skill Councils (SSCs) in areas of skilling where the concerned SSCs do not have working relations with NBCFDC.</p> <p>The training may be imparted to persons of target group who are of 18 Years and above on date of completion of assessment/certification</p> <p>100% of the total training cost or course fee of the training programme will be provided by NBCFDC.</p> <p>Stipend – To cover the aspect of Boarding & lodging, travel costs as also other benefits for special area groups, the stipend amount @ Rs. 1000/- per month per trainee will be admissible for Fresh Courses subject to availability of funds with NBCFDC.</p>	
4 B. NBCFDC Technology up gradation of Clusters	
<p>The objectives of scheme includes :- At facilitating or providing technological up gradation to the members of target groups of the clusters identified and or developed by NBCFDC. To enable target groups to improve quality and productivity of the products being produced/services being rendered by them. To enable target group to face the competition in domestic and international markets.</p> <p>ELIGIBILITY CRITERIA FOR TARGET GROUP Intervention may be provided to or persons of OBC who satisfy the following requirements as also mandated for availing benefits of financing & skilling schemes of the Corporation. He/She should be the member of the clusters developed by NBCFDC/Channel Partners. He/She should belong to backward classes as notified by Center and State Govt. from time to time. His/Her family income should be below Rs. 3.0 lakh p.a. irrespective of rural or urban area. SHGs comprising of atleast 75% persons of the target group and the rest to other weaker sections of society NBCFDC will provide financial assistance for the cluster development as under :- a) upto Rs.30,000/- per beneficiary for procurement of machinery/equipment with accessories for technology up gradation and/or capacity augmentation subject to availability of funds, evidence for sustainability of project etc. b) upto Rs.30,000/- per beneficiary for entrepreneurship development and other specialized training. c) upto Rs.6 Lakh per SHG (with minimum 10 members) for development of common infrastructure/establishing of marketing linkages etc.</p>	

4.C KAUSHAL SE KUSHALTA SCHEME OF NMDFC (Revised)

The scheme has been aligned with the Ministry of Skill Development and the NMDFC bears 100% of the expenditure. The SCAs already having own training facility certified by the Directorate of Technical Education or other authority can organize training by themselves and need not implement through PIAs.

4D. Hunar Haat Melas:

The artisans' beneficiaries of the SCAs of NMDFC can directly register their name throughout the year instead nominations are invited by SCAs and send to NMDFC. In addition to NMDFC, Hunar Haat is also organized by Maulana Azad Education foundation (MAEF). Artisans can get registered themselves directly in NMDFC as well as MAEF and the selected artisans will be called for participation by respective organizations.



5. KSBCDC OTHER OWN FUND SCHEMES – CREDIT LINE 1

CREDIT LINE 1 : Eligibility Criteria - General

1. The applicant must belong to any one of the notified Other Backward Classes or Minorities of the State.
2. The annual family income of the applicant family must be up to ₹ 3,00,000/-.



5 A. Marriage Assistance Loan Scheme

Objective	The objective of the scheme is to financially assist the marriage of a girl child belonging to Other Backward Classes/Minorities.
Other Eligibility Criteria	If the applicant is the parent his/her age shall be less than 60 years. Brother/Sister of the girl whose name is included in the same ration card is also eligible to apply The application for the loan need be submitted before the date of marriage.
Quantum of loan and Pattern of Financing	₹ 2,00,000/- (Rupees Two Lakhs only) per beneficiary. Beneficiary contribution is not stipulated under the scheme.
Rate of Interest	6%
Maximum Repayment period	60 months



5 B. Suvarnasree Loan Scheme

Objective	The objective of the scheme is to assist persons to meet their various needs like Purchase of land, Two Wheeler, Consumer Durables, Computer, Machineries, House maintenance, installation of bio gas plant, Solar plant, Garbage plant etc.
Other Eligibility Criteria	Age of the applicants must be between 18 and 55.
Quantum of loan and Pattern of Financing	₹ 3,00,000/- (Rupees Three Lakh only) The beneficiary contribution is not stipulated under the scheme.
Rate of Interest	9 %
Maximum Repayment period	Loan up to Rs. 2 lakhs - 60 months Above Rs. 2 lakh – 72 months



5 C. Ente Veedu – Housing Loan Scheme (OBC only)

Objective	The objective of the scheme is to assist the persons who belong to Other Backward Classes (only) to construct new houses for their own use.
Minimum Area of Land Required	The minimum area of land in which the new house is constructed shall be 6 cents in Panchayath and 5 cents in Municipal and Corporation area. The land in which house is going to be constructed should be pledged as security of the loan.
Other Eligibility Criteria	<p>Applicant or his/her spouse or their unmarried children <u>should not possess a habitable house (house in good condition) in their name.</u>(Self-declaration of the applicant shall be collected)</p> <p>Age of the applicant must be between 18 and 55 Age of the co-applicant shall be above 18. One of the applicants shall be the owner of the property.</p> <p>The house construction can be done in the land owned by the applicant / jointly by the applicant and co-applicant / co-applicant.</p> <p>Co-applicants: Spouse/Son/Daughter/Mother/Father (in the same order of preference)</p> <p>Brother/Sister/Father/Mother/Children above 18 years in the case of Divorcees.</p>
Eligibility of Employees	Regular employees working in Government, Public Sector Undertaking, Autonomous bodies etc. are not eligible for the loan, even if their annual family income is up to Rs, 3.00 lakh
Quantum of loan and Pattern of Financing	<p>Maximum loan : ₹10,00,000/-</p> <p>Scheme I - Annual Family Income - up to Rs. 1.20 lakhs - Loan amount Rs. 5,00,000 /- (max)</p> <p>Scheme II - Annual Family Income - above 1.20 lakhs and up to Rs. 3.00 ,000/- Loan amount Rs. 10.00 lakhs (max)</p>

<p>Pattern of Financing</p>	<p>Loan shall be disbursed in 3 installments.</p> <p>Installment - I -After Completion of basement work</p> <p>Installment - II - After Completion of wall work up to lintel and sunshade in the case of single floor building and completion of roof of ground floor for two storied building.</p> <p>Installment - III -- After Completion of work up to roof and fixing exterior doors in the case of house having single floor and Completion of work up to second floor roof and fixing exterior doors in the case of house having double floor</p> <p>(Stage certificate and Self affidavit and photograph of the work done for getting subsequent instalments is a must). An authorized officer should ensure proper utilization by onsite verification before disbursement of subsequent installments</p>
<p>Rate of Interest</p>	<p>7.5% - for Scheme I</p> <p>8% - for Scheme II</p>
<p>Repayment period</p>	<p>60-180 months based on the repayment capacity of the loanee</p>
<p>Other Documents to be submitted along with Application</p>	<p>If an applicant is a beneficiary under “Life mission” or any other housing schemes of government the loan amount shall be re-fixed after considering the eligible amount under life mission. Certificate from local authority to prove the applicant is not a beneficiary/a beneficiary under “Life mission” of Government shall be submitted along with the application.</p> <p>Building permit / NOC from local authority.</p> <p>Building Plan and estimate of construction prepared by Licensed Engineers shall be produced.</p>
<p>Special Conditions/Rules of Ente Veedu</p>	
<p>Fixing EMI</p>	<p>The EMI shall be fixed along with the disbursement of last/final installment. The first due date shall be fixed</p>

	<p>as 4 months from the date of disbursement of final installment. If the beneficiary is willing to remit the EMI before 4 months from the disbursement date of last installment, the manager is authorized to fix the first due date accordingly.</p>
<p>Repayment of Interest between Installments (Pre-fixed interest)</p>	<p>Interest charged between installments shall be repaid fully before commencing the repayment of EMI. The pre-fixed interest can be remitted in installments before commencing the repayment of EMI due. Only after remitting the entire pre-fixed interest, repayment amount will be considered as remittance under EMI.</p>
<p>Green Card under “Ente Veedu</p>	<p>The delay in remitting the Pre-fixed interest in time (before starting the EMI due date), may lead to lose the benefit of Green Card. This shall be intimated to the loanee in advance.</p>

6. KSBCDC OTHER OWN FUND SCHEMES – CREDIT LINE 2



CREDIT LINE 2 Eligibility Criteria - General

1. The applicant must belong to any one of the notified Other Backward Classes or Minorities of the State.
2. The annual family income of the applicant must be above **₹3,00,000/-** but less than or equal to **₹ 8,00,000/-**. (Proof of Income: Salary Slip, Income Tax Return etc. and Regular Income Proof of Private Institutions or certificate from village officer).

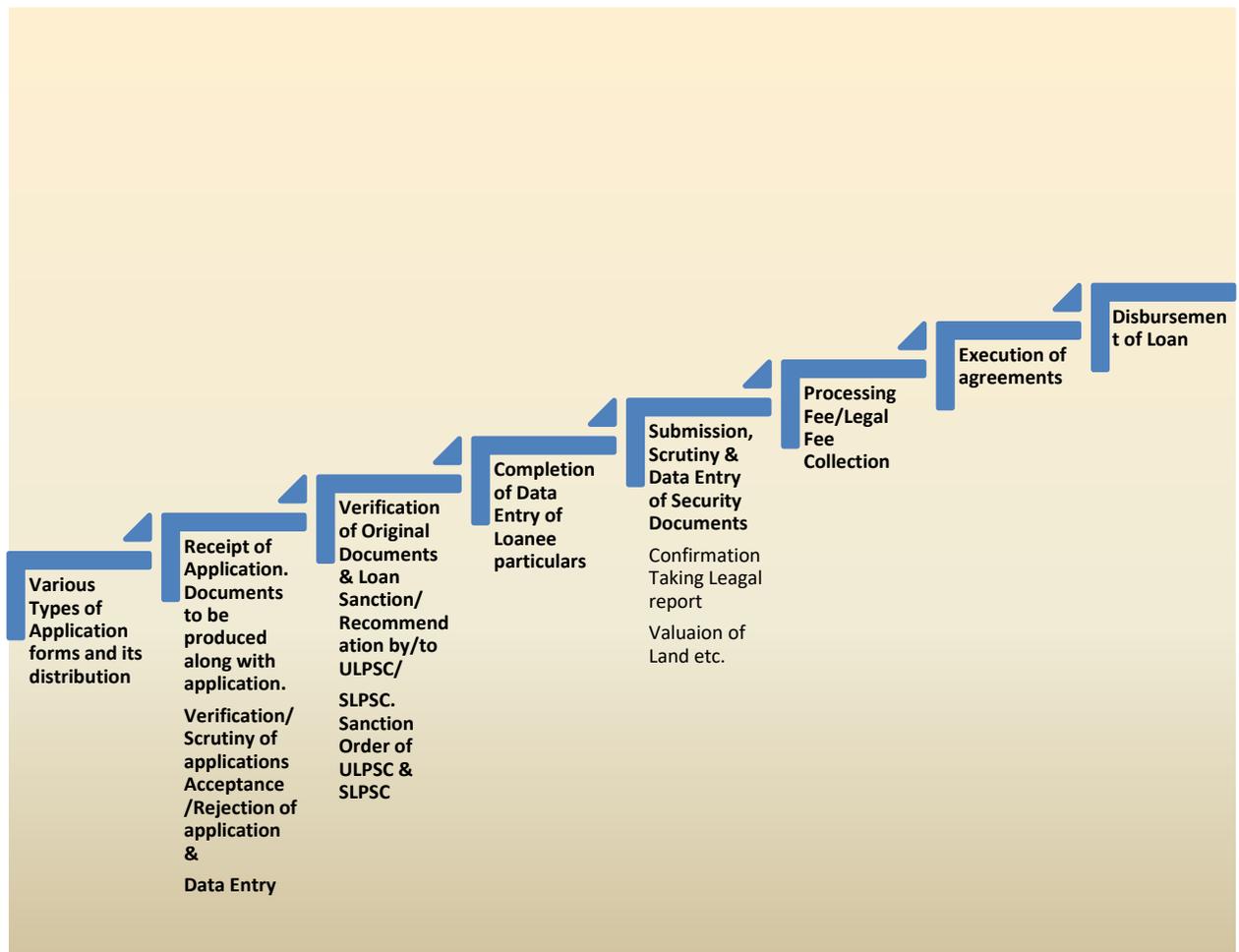
 6 A. Vehicle loan Scheme	
Objective	The objective of the scheme is to purchase vehicles for their personal traveling purposes.
Other Eligibility Criteria	Age of the applicants must be between 18 and 55. The applicant should have valid driving license
Quantum of loan and Pattern of Financing	<ol style="list-style-type: none"> 1. ₹ 8,00,000/- (Rupees Six lakh only) or 95 % of the on road price of the vehicle, whichever is less. 2. Hypothecation of the vehicle shall be done in favour of KSBCDC 3. Cheque/ DD shall be issued in favour of the Supplier/Dealer or Online transfer in favour of supplier/dealer
Rate of Interest	9%
Maximum Repayment period	For Loan up to ₹ 2 lakh : 60 months For Loan above ₹ 2 lakh to ₹ 5 lakh : 72 months For loan above ₹ 5 lakh : 84 months

 6 B. Swasthagriha (House Maintenance) Loan Scheme	
Objective	The objective of the scheme is to assist people belonging to Other Backward Classes/Minorities to repair/extend their houses. The loan shall be used for maintenance of the existing house/building owned by the applicant or his/her spouse or jointly by the applicant and his/her spouse.
Other Eligibility Criteria	Age of the applicants must be between 18 and 55.
Quantum of loan and Pattern of Financing	₹ 5,00,000/- The beneficiary contribution is not stipulated under the scheme. Loan upto three lakh shall be disbursed as single installment. In the case of loans above 3 lakh, disbursement shall be done in two installments. The second installment shall be disbursed only on getting an affidavit, photograph and sufficient proof (bills, vouchers etc) from the loanee regarding satisfactory utilization of 1 st installment.
Rate of Interest	10%
Maximum Repayment period	For Loan up to ₹ 2 lakh : 60 months For Loan above ₹ 2 lakh to ₹ 5 lakh : 72 months

 6 C. Personal Loan	
Objective	The objective of the scheme is to cater the applicant's various personal requirements.
Other Eligibility Criteria	Age of the applicants must be between 18 and 55.
Quantum of loan	₹ 5,00,000/-
Rate of Interest	11%
Maximum Repayment period	For Loan up to ₹ 2 lakh 60 months For Loan above ₹ 2 lakh to ₹ 5 lakh : 72 months

 7. Aswasakiranam Loan	
<p>This scheme is meant for re-scheduling loans already availed by a beneficiary, but not in a position to repay or close the loan due to financial/other crisis, subject to conditions prescribed by the corporation from time to time.</p> <p>General Conditions:</p> <ol style="list-style-type: none"> He/She should be a beneficiary of an existing loan The interest rate of the loan is 8% p.a, if the repayment tenure of the rescheduled loan has expired. Else 8% or the rate of interest of the old loan whichever is higher. The maximum repayment period is 60 months. The beneficiary should pay the minimum amount fixed by the corporation to become eligible under the scheme. One member of the family (maximum 60 years) should stand as a Co-obligant for the new loan except in cases where the age of the loanee is below 50 years. Security: The security for the old loan will be accepted, subject to conditions or new security shall be submitted to avail the loan The quantum of new loan is limited to the balance amount in the old loan after the minimum amount remitted as per (d) OR 3 lakhs rupees whichever is less. <p>Other eligibility conditions and rules for disbursement will be issued by the corporation as circular from time to time.</p> <p>The existing circulars under this scheme are: No 30/2019-20 and 31/2019-20</p>	

GENERAL GUIDELINES



Procedure of Loan Application Processing & Disbursement

1. Various Types of Application form and its distribution

The Seven set of application forms prescribed by the corporation are listed below.

Form No.	Name of Scheme	Cost of Application
I	Common Application form for Self Employment and Other loan scheme	Rs. 30/-
II	Application form for Education loan schemes	Rs. 30/-
III	Micro credit scheme implemented through CDS	Rs. 100/-
IV	Micro credit scheme implemented through NGO	Rs. 100/-
V	Re-Turn – Self Employment Scheme	Rs. 30/-
VI	Ente Veedu – Housing scheme	Rs.30/-
VII	Aswasakiranam – Renewal of old loans	Rs 30/-

Application form shall be issued after collecting required fees. In *bcdonline* under the menu ‘Application issue’, enter Applicant name, select loan scheme and caste. Application number and Receipt number will be generated by the system.

A manual register to record the details of the application issued shall also be maintained by the offices. (Register 1)

2. Receipt of Application

A manual register to record the details of the application received shall also be maintained (Register 2)

2A. Documents to be produced along with application for Verification/Scrutiny

The following documents submitted along with the loan application shall be verified before starting data entry work in the online.

- ✓ Annual income certificate issued by the Village Officer. For Employee Loans: Salary Slip/ Income Tax Return/ Regular Income Proof of Private Institutions etc. along with a self declaration mentioning the annual income of other family members shall be produced.
- ✓ Copy of Ration card
- ✓ Copy of Aadhar card/Election ID
- ✓ Copy of the SSLC Book as proof of Caste (or Certificate from Village Office).
- ✓ Age Proof (School Certificate or any other ID)
- ✓ Copy of Bank Pass book of the applicant (s)
- ✓ Project report, if applicable (in the prescribed format)
- ✓ Any other documents applicable to the particular loan schemes as per this manual.

2B. Categories of Applications to be rejected at the time of Scrutiny

An application without meeting the criteria fixed for the particular scheme by the corporation.

- Application submitted by a person who is a chronic defaulter of any of the financial institution.
- Incomplete applications or genuineness of the documents submitted is doubtful.
(If rejected, reasons for rejection shall be recorded and intimated to the applicant).

2C. Data Entry of Application in online

The details of application received should be updated in the *bcdconline* in the same day itself. SMS will be send automatically to the mobile number of the applicant with loan application reference number.

3. Personal Interview and Verification of Original Documents

The applicant must be physically present in the office/place where the verification and personal interview /meeting to approve or sanction the loan is scheduled. (in the case of education loan the presence of student is exempted in unavoidable circumstances)

(1) Documents to be verified before Approval/Pre-Sanction / Sanction

- Ration card
- Income Proof
- Aadhar card/Election ID Card
- Bank Passbook
- Age certificate (School certificate or any other valid ID or Medical Certificate).
- School leaving certificates: as proof of Caste/Religion.
- Certificate to prove technical qualification/experience, if required
- No dues Certificate from other financial agencies (if required)
- Any other documents applicable to the particular loan schemes as per the manual

(2) Unit Level Project Sanction Committee – For District/Sub District Offices

Maximum Loan Amount	District / Sub District Office Level Project Sanction Committee Members for <i>All Schemes</i>	Authority
All loans up to ₹10 lakh	Chairman: Manager Members: Assistant Manager / One Staff not below the rank of JPA authorized by the Manager preferably staff dealing with Project Section. Quorum : 2	Scrutinize the Eligibility Conditions, Pre-Sanction Inspection and Project Report (if applicable) and Sanction Loan Amount as per the guidelines
Above 10 lakhs and all Foreign Education loans	-DO-	Scrutinize the Eligibility Conditions, Pre-Sanction Inspection and Project Report and if eligible as per norms Recommend the Application to State Level Sanction Committee in the prescribed format

(3) Minutes Book (Register 3)

High Value Loans shall be appraised based on Pre-sanction inspection report and project report. Minutes of the Project Sanction Committee shall be prepared as per the prescribed format. The Members of the Project Sanction Committee shall be severally and jointly responsible for any discrepancy in sanction of loan. High Value Loans above 10 Lakhs / all foreign education loans shall be send to the Head Office to place before the State Level Project Sanction committee(SLPSC) for approval along with duly filled in Pre-sanction inspection report, project appraisal form, copies of application, project report and Recommendation of the Unit Level Project Sanction Committee(ULPSC). The format for submitting recommendation to SLPSC is attached as ANNEXURE

(4). State Level Project Sanction Committee (SLPSC)

Maximum Loan Amount	State Level Project Sanction Committee Members for <i>All Schemes</i>	Quorum
₹ 30 lakh	Managing Director - CHAIRMAN General Manager (Projects) - Convener General Manager (F&A) Company Secretary Concerned AGM/Manager Subject Experts/Officers nominated by MD (if necessary). (In the absence of Managing Director, the officer nominated by the Managing Director shall be the Chairman of the Committee.)	Quorum of the meeting shall be 3 out of which 1 shall be from Head Office

4. Security of the loan

The beneficiary must furnish necessary security in addition to the personal surety of the loanees and hypothecation of the assets created out of the loan amount.

The different type of securities accepted by the corporation is:

- Employee surety (Full time/Part time Permanent/Officiating employees)
- Land security
- LIC Policy
- Bank Guarantee
- Approved Securities such as NSC
- Fixed Deposit Receipts of Nationalized Banks/ Scheduled Banks/ KSFE/ Post Office/ Co-operative Banks/Government Treasury.

Under Employee Surety the maximum Loan Amount is limited to **10 Lakhs**. For loans **above 10 Lakhs**, other types of securities mentioned above shall be compulsory,

Linking of different type of securities is permitted. In such cases sufficient number of separate guarantee agreements for the entire loan amount has to be executed for each category of security.

4.A Employee Surety:

Under Employee Surety the maximum Loan Amount is limited to **10 Lakhs**.

1. Maximum loan amount/Employee:

Maximum loan amount on the strength of one employee surety is ₹ 5 lakhs. That is to avail loan of 10 lakhs, minimum 2 employee sureties are required.

2. **Self-Surety for Employee Loans:** In the case of **employee loans, self-surety of the applicant is sufficient** for loans up to ₹ 3,00,000/-, subject to Net Salary of the loan applicant is above 3 times of the EMI for the loan.

Accordingly, an employed person with his/her own surety ship (Self Surety) along with one Employee Surety can avail maximum **8 LAKHS** as loan amount.

4. **Qualified Institutions:** The surety of Permanent/Officiating employees working as Full time/Part Time in Govt, Quasi-Govt., Public Sector, Autonomous Bodies, Govt. owned companies, Apex Co-operative Institutions, Service Co-operative Banks, Nationalized Banks, Scheduled Banks, reputed Primary Co-operative Societies, Aided school Employees etc. who are permanent residents of Kerala, shall be accepted.

Aided School/ College Teachers: In the case of employees working in the Aided Schools/Colleges, the salary certificate should be signed by the Headmaster/ Principal of the concerned institutions. In the case of Aided School Teachers, salary certificate with continuous service (broken service to create claim not to be considered) of 2 years or above can be accepted provided they have PEN number and their salary is drawn through SPARK and Pay Slip from SPARK duly certified by Headmaster/Principal or in case salary is credited to ETSB a/c copy of the passbook attested by Treasury Officer is to be submitted

(For appointments made on or after 2019-20, approval certificate from SAMANWAYA software should be produced)

Details of teachers included in the teachers bank for the year 2019-20 is available in <https://samanwaya.kite.kerala.gov.in> and the list for previous years is available in <https://education.kerala.gov.in/district-wise-list-of-protected-teachers/>

Cooperative Institutions: Salary certificate from employees of Kerala State Co-operative Bank (Kerala Bank)/ Kerala State Co-Operative Agricultural and Rural Development Bank, **Class I Super Grade/Class I Special Grade/Class I & Class II primary agricultural credit societies** (PACS, which are known in Kerala as cooperative banks) and **all other Class I cooperative societies ONLY** shall be accepted.

For deputation staff, NOC from their parent department shall be obtained.

The surety of the employees working **on contract basis, casual employees, Employees working on Private sector etc.** cannot be accepted.

The surety of employees working in certain Public Sector Undertakings/Autonomous bodies from which our earlier requests for salary recovery has not been executed in time need not be accepted. In such cases the matter shall be reported to the Head Office and sanction may be obtained to black list any such institution.

The permanent employees (own staff) of the KSBCDC are not allowed to take the loans offered to the public at large. Also permanent employees including deputation staff cannot stand as surety for any loan availed by the public.

4. Minimum service requirement:

- (a) In general, the surety should have at least repayment period plus one and half year (**18 months**) service left for retirement (For State government employees who draw salary through SPARK any liability shall be communicated to the Department Head before 18 months of his retirement)
- (b) In the case of Education Loans, minimum service required for retirement will be course period (including internship of medical courses) + 6 months +18 months + repayment period (60 months)

Managers have the discretion to accept the salary certificate of employees who have less service for retirement subject to rescheduling of repayment period for loans. The requirement of minimum service left for retirement in such cases is **42 months**. (Repayment period 24 months+18 months extra)

5. Quantum of Loan and Gross/Net Salary:

- (a) Gross Salary of the employee surety with salary deduction undertaking shall be at least **12% of the loan amount.**
- (b) In case of Salary sureties without salary deduction undertaking, the gross amount shall be at least **20%** of the loan amount.

In the above cases, the **Net Salary** of the employee shall not be less than **40% of** Gross Salary.

6. Court Attachment/Cooperative Recovery: If there is any court attachment or co-operative recoveries other than voluntary recovery from the salary of an employee, then such salary certificate **shall not be accepted as security.**

7. Authority to issue the Salary Certificate and Undertaking: If the surety himself is the SDO, then the next higher officer should counter sign the salary certificate to confirm the **genuineness of the signature/seal of the SDO.** In this case the letter for confirmation should be sent to the officer who counter signed (Form 3 B). In the case of state government employees, the name of the treasury and **PEN Number of the Officer** should be noted in the salary certificate

If any other officer designated as SDO, has signed the salary certificate, the proof of authorization of such officer as SDO shall be produced along with the salary certificate.

In the case of sureties working in the Aided Schools/Colleges, the salary certificate should be signed by the Headmaster/ Principal of the concerned institutions.

The salary certificate should contain the name, designation and office seal of the issuing officer or next higher officer (if applicable).

8. Salary Recovery Undertakings – by the Employee and by the Salary Disbursement Officer:

For employees of Central Government and Central Government owned Public sector Undertakings, the stipulation of salary certificate to contain salary recovery undertaking by drawing officer need not be insisted upon. However, salary certificate has to be submitted in the prescribed form itself. (Form 3A). Salary Certificate issued separately or in other formats, pay slips etc. is not acceptable. In all other cases, the undertaking part shall be signed by the SDO.

Undertakings in the Salary Certificate: There are 2 set of undertakings in the salary certificate. The

first one is the undertaking of the employee itself. Within the undertaking the employee voluntarily gives his consent to deduct the dues to the corporation from his monthly salary or from his retirement benefits like DCRG. For the state government employees and autonomous bodies which follow KSR, this undertaking is valid as per the provisions in the KSR part III, Rule 3, Ruling 1. Hence at most care should be given to ensure the undertaking. In case any over writing or removal of words or sentence, **a separate undertaking in white paper shall be obtained from the employee.**

The next set of undertaking is the undertaking of the SDO. There also undertaking of recovery from retirement benefits is given. Even if the “recovery from retirement benefits” is deleted by the SDO, the salary undertaking with the monthly salary deduction part shall be acceptable. Salary certificates from Central Government Organizations without SDO undertaking shall be acceptable satisfying other conditions of salary surety.

9. Scrutiny of employee sureties’ salary form:

The following things shall be ensured in the salary certificate:

The sureties must be permanent residents of Kerala State.

- ✓ All columns in the surety forms must be properly filled.
- ✓ The date of birth, date of entry into service, date of retirement of the surety should be cross verified.
- ✓ Signature of the SDO and office seal in the employment certificate and recovery undertaking and the genuineness.
- ✓ All corrections, if any in the employment certificate and recovery undertakings should be properly attested.
- ✓ Undertaking part of the employee is properly filled and signed.
- ✓ Details of co-operative recoveries/ Court attachment shall be verified.
- ✓ The signature of the surety in the employee undertaking part.
- ✓ Net Salary Conditions shall be verified
- ✓ Surety ship for the first time or not shall be verified.
- ✓ PEN number of the State Govt Employees.
- ✓ Address given is the permanent residence address or not

10. Confirmation of the surety certificates:

To verify the genuineness, the details in the prescribed form (Form 3 B) should be sent in duplicate **by registered post with AD in the name cover to the officer** who has signed the employment certificate.

Confirmation should be sent only in format generated from ‘bcdconline’. In the case of salary certificates issued by self-drawing officers or counter signature is applicable, the confirmation should

be obtained from the officer who countersigned the salary certificate form.

If there is any difference in Office Seal, or signature of the employer in the Confirmation Letter, clarification shall be obtained in writing or by any other method (telephone/email) and the details shall be recorded in the loan file.

In case the confirmation letter send is returned for any reason, the sureties shall be accepted only based on the reply received from the officer concerned and on satisfaction of the genuineness, a fresh letter shall be sent in the official address with name of the employer by registered post with acknowledgement due. In such cases, the re-confirmation charges at the rate of ₹ 50/- should be levied from the applicant.

The AD card, the envelope of the confirmation received by post shall be filed in the loan file for office records. If AD card is not returned, genuineness shall be confirmed in writing or by any other method (telephone/email) and record the details in the loan file.

When the Confirmation letter is send, enter the sending date and when it is returned - enter the receiving date in the respective fields in 'bcdconline'. The **Agreement** can be executed only after entering the confirmation dates.

11. Same Employee as Surety for a Second Loan:

One employee should be allowed as surety to only one loanee. However, if the situation demands, the Unit Managers are permitted to accept the surety to a second loanee, if repayment of the first loan is satisfactory with the following conditions:

- (a) The total liability of the existing and the new loans shall not be more than the maximum permissible loan amount that can be sanctioned with the gross salary of the employee subject to a maximum of 5 lakhs.
- (b) Satisfactory repayment in the first loan is a must to stand as surety to a second loan.
- (c) In addition to that the second loan amount must be subject to the 12% or 20% of gross salary condition prescribed above.
- (d) There should not be any court recovery or co-operative recovery other than voluntary from the salary of the surety.

4.B. Land Security

Landed property of the loanee or any other person shall be accepted as security of the loan. In the case of ente veedu housing loan the property in which the house is constructed is mandatory as security

1. Minimum Extent and quantum of loan amount (Except Entevedu Loan scheme):

- (a) For Residential property **1.6 Ares (3.95 cents)** maximum loan 1.5 lakhs
- (b) Residential property **2.0 Ares (4.94 cents) or above** is required for loans above 1.5 Lakhs to 5 Lakhs
- (c) For loan above Rs. 5.00 lakh minimum extent of the residential property shall be **2.42 Ares (6 cents)**
- (d) For Commercial property the minimum limit is **1 cent**.
- (e) For **Ente Veedu** loan scheme, the minimum extent of the property in which the new house is constructed shall be **5 cents in Urban and 6 cents in Rural areas**

2. *Documents to be submitted for Land Surety:*

The following are the documents to be submitted for Land Surety:

- o Original Title Deed
- o Original Prior Deed (in applicable cases)
- o Valuation Certificate
- o Latest Land Tax Receipt
- o Location Certificate specifying boundaries of the property from the Village Office
- o Possession Certificate issued by the Village Officer and Non-attachment certificate from the Village Office (combined or separate certificate can be accepted).
- o Encumbrance Certificate (for the last 13 years) issued by the Sub Registrar Office. EC up to the date of execution of agreement is needed.
- o All other documents shown in the Encumbrance Certificate such as Gahan/Release Deed/Court Order etc.

3. Valuation of the Landed Property:

Valuation certificate/Fair Value Certificate issued by the Village officer/ Tahsildar or print out of the fair value obtained from the website of the Government of Kerala shall be accepted as valuation certificate. In addition to that, valuation certificate issued by the authorized officer of KSBCDC or the empaneled valuers of BCDC shall be accepted with conditions if any, issued by the corporation from time to time. Valuation certificate has to be prepared by the Managers and the Empaneled valuers in the prescribed format itself. The terms & conditions of the Empanelled valuers had been circulated vide Order Number 3739/P2/2018/KSBCDC dt. 23/01/2019.

Authorized Officer	Power for valuation
To Value Land	
Empaneled valuers or Tahsildar	without any ceiling in land value/quantum of loan
Village Officer	valuation certificate upto Rs.10 lakh
Manager of BCDC	for loans upto Rs. 10 lakh.
To Value Building	
Empaneled valuers or by an officer not below the rank of Assistant Engineer of PWD/LSGD.	Buildings with less than 20 years age shall only be considered for valuation. Age Certificate issued by the local body (Corporation/Municipality /Grama Panchayat) shall be obtained as proof of the age of the building.

Managers shall value the land on taking into account the location, access to the landed property, age of the residential building, if any in the landed property, forced sale value of the property etc.

4. Fees for Valuers/Authorized Officer of BCDC :

The minimum fee fixed for the valuer is **Rs. 1250/-** and the Maximum fee is **Rs. 5000/-** (GST extra as per norms). The first installment of the fee shall be collected from the applicant before handing over the documents to the Valuer and balance after receipt of the report. The payment to the valuer shall be done on a monthly basis against the demand notice filed by the valuer. The amount due to the valuer shall be given through e-payment. The valuer should submit the report within 7 days. If there is any delay in submitting the report he/she should communicate the reasons to the concerned manager. A register (**Register 4**) shall be maintained to record the details of valuation amount received from beneficiaries and payment made to the valuer.

If the landed property is valued by an **Authorized Officer of KSBCDC** a fee of **Rs.400/-** shall be collected from the beneficiary as Valuation Fees. All such fee collected, should be entered in *bcdconline* under the head land fees.

As far as possible, the managers should utilize the services of the valuers instead of spending time to value the properties by themselves.

Valuation fees once collected shall not be refunded to the applicant.

5. Valuation of land and Quantum of loan:

Maximum loan amount shall be limited to **80%** of the Valuation of land, if Market Value is considered. In case of Fair Value Certificate the loan amount is limited to **90%** of the Valuation of land.

Wet Land Conditions: In case of wet land, maximum loan shall be limited to Rs. 3.00 lakhs.

Ente Veedu Special Condition: If the land property value is not sufficient as security for the loan amount sanctioned, the unit managers are permitted to re-fix the amount of loan as 80% of the land value or less. If needed 50% of the estimate of the new construction, duly prepared by a licensed Engineer, subject to a maximum of Rs.5 lakhs can be added with the fair value of the property for computing the eligible loan. Maximum loan amount shall be limited to (Fair Value of the Property + 50% of Estimate amount limited to 5 lakhs) × 80%. But estimate amount of building cannot be clubbed with Market Value to ascertain eligible loan.

6. Legal Opinion from Empaneled Advocates:

The landed documents should be scrutinized by the empaneled advocate of the corporation. Details of all documents received shall be entered in the **Legal Scrutiny cum Documents Received Register. (Register 5)** The documents have to be handed over to the Advocate for legal opinion with acknowledgement. The report of the advocate should be obtained in the prescribed format. **(Form 4 G)**. If the Advocate’s report demands any certificates/clarification, that should be obtained from the beneficiary. If needed the certificates/ documents thus received should be submitted to the Advocate for further scrutiny. In the case of complete rejection of documents by the Advocate, the same has to be intimated to the party in time.

Time Frame Legal Scrutiny	
Time for handing over documents to Advocate	1-3 working days
Timeframe for submitting legal reports (the Manager should communicate the time frame to the Legal Advisors)	1-7 working days
For second opinion after obtaining documents if any	Maximum 3 working days

For landed property as security, a legal scrutiny fee of **Rs.500/- per set of landed property** subject to a maximum of **Rs.1000/-** shall be collected from the beneficiary at the time of submission of documents and the total amount collected on this account may be released to the advocate.

Legal Fees once collected shall not be refunded to the applicant.

7. Acceptance of land whose documents are in the custody of KSBCDC as security for a new loan:

Landed property in the hand of the Corporation can be accepted as security for a second loan for a **person from the same family, if the valuation of the property is sufficient as per surety norms.** In such cases, **Mortgager** has to submit a joint application along with the second loan applicant. All formalities of the new loan including loan agreement have to be executed. Necessary entries have to be made in the document file as well as document register. Documents shall be released only after the repayments of **both the loans are completed.**

When the security property for a loan is accepted as security of the loan renewed under “Aswasa Kiranam Scheme”, legal opinion shall not be obtained again. Also if any change in the property that adversely affects the valuation of the property is noticed, then new Valuation Certificate issued by the authorized person shall be collected. Possession cum Non-Attachment Certificate, Location certificate, Tax Receipt and Encumbrance Certificate (one EC after signing the agreement) need only be obtained again.

In the case of RR files, RR shall be withdrawn after accepting the required minimum amount as per the Aaswasakiranam guidelines and RR commission as directed by the Village Officers. Encumbrance Certificate from the date of agreement of the previous loan to the new date of agreement shall be obtained after entering into the loan agreement. The agreement shall be executed in the name of both the applicant and the Co-borrower.

8. Accepting “KANAM” land as security

As per Govt Order (Ordi)/numb 756/2018/Revenue dated 5/3/2018 those who owned land on the basis of KANAM Tenancy Act 1976 have full ownership right and proprietary right on the land. Hence kanam’land can be accepted as security. *(Applicable only in old Cochin area)*

4.C Other Forms of Security: (Bank/Treasury FD/LIC Policy/NSC/Bank Guarantee)

Bank Fixed Deposits Receipts shall be accepted as security for loans. Letter of Authority has to be obtained from the person/persons in whose name the FD is issued. A consent letter must be obtained from the account holder authorizing the Corporation to hold the receipt as security and to utilize the deposited amount towards liquidation of borrower’s dues. Further the nature of relationship between the borrower and the depositor should be disclosed. Lien has to be noted in

the Receipt from the issuing bank. Maximum loan limit is 80% of the deposited amount.

LIC Policy shall be accepted as security for loans. The LIC policy accepted as security can be in the name of loanee or in the name of spouse or in the name of any other person. In such cases the policy should be assigned in favour of the Corporation and the policy holder should be a co-bounden in the agreement. Maximum loan shall be 80% of the surrender value of the LIC Policy. The remaining tenure of the LIC policy shall not be less than the repayment period of the loan.

National Savings Certificate shall be accepted as security. Forms prescribed by the Post Office are used for noting the lien. The remaining tenure of the NSC shall be at least repayment period plus 6 months. Maximum loan shall be 80% of the issue price (face value) of the NSC's (VIII issue),

In addition to that **Bank Guarantee** from Nationalized/Scheduled Banks can be accepted as security for availing loan.

Since the procedure for pledging the above certificates as security may vary between institutions, the procedure shall be followed after consultation with the institutions concerned. For clarification if any on the same the Managers are advised to contact Head Office BCDC.

5. Processing Fee

The processing fee shall be levied from the beneficiaries before execution of agreement. Processing Fee is computed automatically by *bcdonline* on the basis of sanctioned loan amount. KSBCDC Staff are exempted from remitting processing charge.

(a) **For self employment loans** :

Loans up to Rs.10 lakhs – 0.75% of the loan amount, subject to a maximum of Rs.5000/-.

Loans above Rs.10 lakhs – 0.50 % of the loan amount, subject to a maximum of Rs.10000/-.

(b) **For Education loans (within India and outside India) and other loans** :

0.75% of the loan amount, subject to a maximum of **Rs.5000**.

(c) **For Micro Finance loans** :

For CDS: 0.25% of the loan amount, subject to a maximum of Rs.5000/-

For NGO 0.25% of the loan amount, subject to a maximum of Rs.10000/-

(For all applications of a CDS/NGO sanctioned in one sitting by the Sub Committee, the total processing fee for all loans taken together is limited as prescribed above.)

In general the Processing fee once collected shall not be refunded.

If the applicant requested to cancel the loan due to some unavoidable and genuine reasons the processing fee remitted shall be refunded to the loanee with the prior approval of Head Office. This is applicable only if the processing fee remitted is above Rs. 750/-. In such cases the amount paid **in excess** of Rs. 750/- and the total GST paid in the account shall be refunded to the party.

2. Applicability of Consumer Protection Act

As per the provisions of Consumer Protection Act 1986, once an applicant remitted the processing fee he/she will come under the preview of the Act. In other words, he/she will be considered as a Consumer and is eligible for all rights under the Act. Hence utmost care should be taken to disburse the loan in time without deficiency of service as per the norms fixed by the corporation after accepting the processing fee. For any deficiency of service noticed by any consumer court, the officer concerned will be personally liable for the compensation, if any awarded by the court.

6. Execution of Agreements & Other Documents

The officers should fulfill the legal aspects of lending while executing documents. Agreements are very important to the Corporation as they are the primary evidence in any dispute between the parties. Documents which are not properly executed cannot be enforced against the borrower and their purpose itself will be defeated. Execution of the loan agreement and other related formalities regarding sanctioning of the loan should be done only in the premises of the Office and in the presence of the officer in charge. A convenient date for executing agreement shall be intimated to the beneficiaries in advance. Parties should sign in full, and in the same style throughout all the documents. If a party signs with left hand, a small note should be annexed to the documents recording the fact that the party has signed with left hand. Signature of the parties should be obtained on each page and also on pages facing each other and date and place of execution should be mentioned invariably. Where the party is an illiterate person, the contents of the documents should be explained to him/her in a language that he/she understands. All types of additions, alterations, cuttings, overwriting, deletions etc. must be authenticated by the parties under his full signature. The parties should properly attest all the corrections in the agreement including in the stamp paper.

An illiterate man is required to put the impression of his left thumb on a document in compliance of acknowledging the execution of the same. In the case of an illiterate lady it is the impression of her right thumb which has to be affixed by her on the executed document. In case the said thumb of the male or of

the female is amputated then a note may be given that the said thumb of the person is amputated and as such left/ right thumb impression has been affixed.

1. Pre-requisite to Execution of Agreements (through *bcdconline*):

- As the first step Data Entry has to be completed. Fund from which loan is sanctioned and no. of installments has to be entered / finalized.
- After data entry Checklist has to be printed and has to be verified with physical records to ensure correctness.
- Printout of the checklist has to be signed by the Managers concerned and has to be filed with the loan file.
- Checklist has to be approved by Unit Manager before printing the documents.

2. Execution of Agreements

The following instructions shall be followed while executing agreements:

- ✓ Identification of the loanee/sureties should be done before execution of the loan agreement. Identification proof is compulsory. Copies of identification proof shall be collected and filed.
- ✓ The date of execution of the documents shall be communicated to the loanee/surety in advance.
- ✓ Documents could be **generated from *bcdconline*** for execution. In the event of extreme contingencies like power failure/internet connectivity failure, the documents can be typed or hand written. If handwritten document is prepared, it should be got completed in one sitting in the same handwriting. Documents to be filled up neatly with a standard brand of indelible ink.
- ✓ The agreement must be executed for the Full loan amount (not for any installments) with adequate security
- ✓ Documents have to be executed in the presence of the officer responsible for obtaining them.
- ✓ All the persons who are part of the agreement shall be present at the same time to sign the documents.
- ✓ Finally the Signature of the witness shall be ensured. The officer in charge (other than Manager) should sign as one of the witness in the place provided.
- ✓ Check list of documents to be completed before disbursement except Ente Veedu and Awaskiran Schemes
- ✓ Use **Form 4 A** – Loan Agreement between the loanee and the Corporation for all loan schemes except Educational loans/Vidyasree, Marriage Loan, Ente-Veedu, Aswasakiranam (in stamp paper Rs. 200/-) (Form 4 A is applicable for Return/Startup)
- ✓ Use **Form 4 B** - Loan Agreement between the loanee and the Corporation for Marriage Loan loans (in stamp paper Rs. 200/-).
- ✓ Use **Form 4 C** – Guarantee agreement between the Surety and the Corporation for all loans (In stamp paper Rs. 200/-).
- ✓ Use **Form 4 D** – Promissory Note (Pronote). The loan amount should be noted on the left top of the format in the space provided for the purpose.

- ✓ Use **Form 4 E** – Letter of continuity (**without date**).
- ✓ Use **Form 4 F** – Deposit of title deed from the owner/owners of the land properties. If the landed property is not in the name of the beneficiary, consent from the owner of the land should be produced in a stamp paper Rs. 100/-.
- (b) **Ente veedu Loan Scheme:** Loanee Agreement in Stamp Paper worth Rs. 200/-, surety agreement in Stamp Paper Worth Rs. 200/- prescribed for the purpose along with the Promissory Note and **3 set of Letter of Continuity** or Revival Letter and Deposit of Title Deed Documents in Stamp Paper Rs. 100/- shall be obtained.
- (c) **Aswasakiranam Loan Scheme:** Loanee Agreement in Stamp Paper worth Rs. 200/-, surety agreement in Stamp Paper Worth Rs. 200/- prescribed for the purpose along with the Promissory Note and Letter of Continuity and Deposit of Title Deed Documents in Stamp Paper Rs. 100/-.
- (d) **Re-turn Loans:** As in the case of Self-employment loan.
- (e) **Start-up Loans :** As in the case of self-employment loan
- (f) Others:
 - ✓ Form 4 G - Loan Agreement between the loanee and the Corporation for Educational loans wherein the student has attained majority.
 - ✓ Form 4 H - Letter to Village officer for making entries in the Thandaper register. (Kindly note that the Revenue Act is not supporting the direction of financial institutions like BCDC).
 - ✓ Form 4 I - Loan Agreement between the loanee and the Corporation for Educational loans wherein the student is a minor.
 - ✓ Form 4 J - Self declaration of the Co-borrower (If the applicant is a minor)
 - ✓ Form 4 K – Stage certificate/Affidavit for Ente Veedu loans.
 - ✓ Form 4 L – Loan agreement for Ente Veedu
 - ✓ Form 4M – Loan agreement for Aswasakiranam

7. Disbursement of Loan.

Before disbursing the loan, the Manager should approve the Loan Order. Select **Disbursement** from **Disbursement Menu** to disburse the Loans. The **9 digit loan number** is generated automatically and enter the voucher no, cheque no, **EMI** (Click on calculate EMI button) and **first due date**. (For multiple installment loans EMI and due date is calculated after disbursing all the installments). In general, the date of repayment will be on completion of 30 days of the disbursement of the last installment. The EMI should be **fixed by considering the interest** portion of the previous installments also. For Education Loans and Ente Veedu schemes the repayment schedule will be as per the norms fixed by the National Agencies and/or BCDC from time to time.

After disbursing the loan, Manager can generate proceedings (**Form 7 A**) and voucher from bcdonline. The loan amount shall be transferred to beneficiaries Bank account (preferably Aadhar linked Bank Account) by way of **e-transfer**. In the case of payment to suppliers/Dealers, the payment shall be made through Account payee cheques/DD or E-Transfer. In the case of purchase of vehicle, a letter to hypothecate the vehicle shall also be issued to the dealer.

8. Mis-utilisation of loan amount:

In case of mis-utilisation of installment amount given, or further installments not voluntarily availed as per the time limit given in the sanction order or guidelines, notice shall be served to the beneficiary to show cause within 7 days and after that the manager should:

- (a) Re-fix the loan amount if installment amount already given has been utilized, but further installments not needed or further installments cannot be disbursed due to any other reason.
- (b) Mis-utilisation shall be charged for not utilizing the installment amount given for the purposes as per the sanction order.

In the case of mis-utilisation , the rate of interest shall be fixed as the normal rate for the loan plus 6% (penal interest rate) and the period of repayment shall be fixed as **60 months** or the maximum period allowed as per the sanction order/agreement whichever is **less**. This is applicable to all loans including ente-veedu.

(Mis-utilization is not applicable for the personal loan schemes – Suvarnasree and Personal Loan Scheme as utilization is not mandatory for these loan schemes)

9. Miscellaneous

(1). Documents that should be kept in safe custody of designated officers

- a. Loan agreement
- b. Guarantee agreement
- c. Pro-note
- d. Letter of continuity
- e. Other Documents :(documents scrutinized and insisted by advocate to be kept in safe custody

(2) Green Card

The aim of the green card is to motivate the loanee for the prompt repayment. If the loanee remits all the installments (EMI) on or before due date without fail, he is eligible for an incentive. This

incentive will be released/deducted from the amount payable during the last installment due.

Computation of Green Card Benefit will be done automatically by 'bcdconline'. Loanee will get an incentive that is equivalent to **5%** of the interest remitted by him at the time of closing the account. In the case of Pre-mature closing the facility is limited to the loanee who has already completed $\frac{3}{4}$ of the total repayment period.

Green card is also applicable for defaulted loans where penal interest charged during the entire tenure of the loan is an amount equal to or less than 0.25% of the EMI (rounded to next rupee).

For eg: For a loan of 1 lakh with EMI Rs.1950, beneficiary will get Green card benefit even if the overall penal interest remitted in the loan is up to Rs. 5.00

The benefit of the scheme should be explained to the loanee at the time of disbursement.

Green Card is not applicable for micro-credit/mahila samridhi yojana schemes.

(3) Pre-disbursement Counseling

Pre-disbursement counseling shall be conducted at each office, to educate the potential beneficiaries in the activities chosen by them. The Objective of the counseling is to

- a. Know about the role of developmental institutions like KSBCDC and its source of financing
- b. To impart necessary management skills in running a self-employment venture.
- c. To impart an awareness of schemes of National financial agencies
- d. To provide adequate knowledge about the marketing opportunities/threats.
- e. To give an awareness about the need for a proper system of maintaining accounts and allied matters.
- f. To educate the loanee about the importance of repayment.

(4) Success Stories:

Real life Success Stories of the poor people who availed loan under NBCFDC/NMDFC/KSBCDC schemes and shown exemplary entrepreneurial skills in setting up of new business units shall be documented. Importance shall be given to people who started with small investment and set up successful business ventures and also carved out a successful niche for themselves and their brethren in the society. They are now a source of inspiration for many more like them. These stories are not just success stories but also stories of human endurance & perseverance to overcome and win against all odds.

The success stories of women and Self Help Groups shall also be covered especially who proved that they are now living with dignity of economic independence.

The aspirations of young students, coming from humble backgrounds, to undergone higher studies in India and Outside in search of knowledge and better prospects shall also be covered.

The content of success story shall cover:

- Name of the Entrepreneur/beneficiary
- Address
- Sector of Business/Course of study
- Name of the scheme through which assistance provided.
- Total Project Cost
- Loan Amount Provided
- Approximate Annual Revenue
- Brief update on business success / Career Opportunity for Edn Loan

(5) Format for Acknowledgement in the Ration Card

For future reference of loan availed by the family of the applicant loan details shall be recorded in the Ration Card in the given format.

Disbursed ₹/- Under scheme to Sri/Smt On.....

(seal)

Manager, KSBCDC

(6) Beneficiary Card (pass book)

All loanees shall be issued a beneficiary card immediately after loan disbursement to enter the details of repayments done during the period of the loan account. No fees shall be charged for issuing the beneficiary card. However, if the original beneficiary card is lost / damaged, then loanee has to request for a duplicate beneficiary card to enter the details from the current date onwards. The words “*Duplicate Card*” shall be written in the card before issuing. ₹ 30 shall be charged for issuing a duplicate beneficiary card.

If any beneficiary insists on the details of the previous transactions, a copy of the personal ledger with the words “*Provisional Copy- Subject to Audit*” shall be issued by collecting Rs.10/-.

(7) Loan Files (Order of filing)

- Note Sheets: Use separate tagged white paper for this purpose. Pre-printed sheets can also be used.
- Application form and other eligibility certificates.
- Copy of the relevant pages of the ration card
- Copy of the School Certificate/Election Identity card/other valid Identity card Medical certificate as proof of age of the applicant.
- Copy of the certificate to prove educational / technical qualification/ experience (if applicable).
- Detailed project report with all feasibility parameters if any. (for Self Empl. Category)
- License from local body/proof of application for submission of license from competent authority if any.
- Self-attested copy of the certificate to prove educational/technical qualification/experience (if applicable).
- Rent agreement/consent letter from the owner of the building.
- The invoice/quotation of the machines /equipment, if needed.

- Estimate for construction of building/shed from approved Engineer (if applicable)
- Statement of expenditure for machines/equipment
- Photograph of the existing unit, if applicable

Marriage Loan:

- Marriage Invitation Card (Wedding Card)/Certificate regarding marriage fixation from Ward Member of Grama Panchayath/ Councilor / Gazetted Officer and Copy of the age proof of bride.

Educational Loan:

- Proof for obtaining admission on Merit basis.
- Proof of entrance examination result.
- Copy of the Certificate and Mark list of the Qualifying Examination
- Copy of the statement of expenditure issued by the college authorities.
- Admission letter
- Copy of the Certificate regarding the performance of the student in the last exam/semester – issued by the Principal of the institution (in the case of students applying for loan for second year and onwards)
- Age proof the student and parent.

Education Loan (Studying Abroad) :

- Proof for obtaining admission.
- Admission letter
- Copy of the Certificate and Mark list of the Qualifying Examination
- Copy of Passport
- Estimated expenses for completing the course duly certified by the competent authorities
- Copy of student visa (content of the Visa should be translated in English)
- Age proof the student/Parent
- Course certificate/Copy of mark lists (applicable to the students applying for loan for second and subsequent years.)
- Accreditation status from the Association of Indian Universities, New Delhi.

Vehicle Loan

- Copy of the driving license, if the vehicle for self-employment purpose
- Invoice of the vehicle obtained from an authorized dealer.

Swasthagriha loan

- Building Tax receipt
- Estimate for maintenance work by Licensed Engineer / Supervisors.

10. Registers:

1. A register to record the details of the application issued shall also be maintained by the offices.
(Register 1)
2. Application received register (Register 2)
3. Minutes Book (Register 3)

4. A register shall be maintained to record the details of valuation amount received from beneficiaries and payment made to the valuer. (Register 4)
5. The landed documents should be scrutinized by the empanelled advocate of the corporation. Details of all documents received shall be entered in the Legal Scrutiny cum Documents Received Register. (Register 5)
6. **Document Register** has to be maintained in all Units. Necessary data for Document Register can be downloaded from **bcdonline**. Printout of this shall be taken and filed. A page thus filed has to be kept in a Register format. **The release of loan documents at the time of loan closing should also be noted in the register.** (Register 6)
7. **Deposit of Title Deed Register** have to be maintained in all Units. Necessary data for this register can be downloaded **bcdonline**. Printout of this shall be taken and filed. A page thus filed has to be kept in a Register format. (Register 7)
8. A **Project Field Inspection Register** should be maintained by the Unit Manager to record the relevant details of field visits of the officers. The Unit Manager should maintain the Register on a day-to-day basis. (Register 8)

11. Custodian:

The person authorized by the Unit Manager will be the custodian of the entire loan files except the documents kept under the custody of the designated officer. All the loan files should be properly arranged for ready reference.

Closed files may be kept separately under the custody of the person authorized by the Unit Manager until 10 years from the date of loan closure or till completion of finalization accounts for the year in which the loan is closed, whichever is later.

12. Release of Documents

In case of landed property, documents shall be released to the owner of the property. If the same has to be released to anyone else including the loanee, written consent from the property owner has to be obtained and genuineness of the same shall be verified before releasing the document.

13. Criteria for Best Performance Award (Projects) to Unit Offices

Sl. No.	Criteria	Max. Marks	Area
1	Term Loan Disbursement against Target (NB & NM) (8)	18	Projects (40)
2	Micro Credit Disbursement against Target (NB & NM) (5)		
3	OWN Fund Scheme Disbursement (5)		
4	No. of loans under Self Employment Schemes (Self Employment, New Swarnima, Re-turn, Start Up, Working Capital, Business Development)		
	a) No. of loans below Rs. 5 lakh	4	
	b) No. of loans above Rs. 5 lakh but below Rs. 10.00 lakh	2	
5	Success Story Documentation (Loans disbursed during the current financial year)		
	a) Self-Employment Loan – 5 nos. (3 NB)	2	
	b) Education Loan Scheme – 5 nos. within India & foreign	2	
	c) Micro Credit – 3 SHGs	2	
6	Preparation of Note file/Neatness of loan file	2	
7	Efficiency in addressing public complaints/ minimum public complaints.	2	
8	Error free loan security documentation	2	
9	Efficiency in disbursement of subsequent installments (ensuring utilization/ keeping the time frame etc.)	2	
10	High Value loan processing- efficiency in evaluation of projects	2	