

STATEMENT SHOWING THE ADVANCE SANCTIONED AND RECOVERY PARTICULARS OF _____ ADVANCE IN RESPECT OF SRI _____ FOR THE PERIOD FROM _____ TO _____.

DEBIT DRAWAL PARTICULARS:

Advance Sanctioned vide G.O. Rt. No.: _____ dt. _____ for Rs. _____.

Proceeding No & Date (Copies to be enclosed)	Instalment No.	Amount of Instalment	Date of Drawal	Place of Drawal

PRINCIPAL AND INTEREST RECOVERY PARTICULARS

Principal amount recovered at the rate _____ from _____ to _____. Balance amount Rs. _____ recovered in _____.
Interest amount of Rs. _____ recovered from _____ to _____.

Sl. No.	Pay Bill for the Month	Paid in the Month of	Gross Amount of the Bill	Net Amount of the Bill	Amount recovered towards the Principal	Date of encashment of the Bill	Place of encashment of the Bill	Instalment Number	Amount recovered towards Interest	Voucher No. / Cheque No.	Service Major Head of the Dept
	TOTAL										

Signature of DDO with Seal
DDOID:

CERTIFICATE OF FULFILMENT OF FORMALITIES

Certified that Sri/Smt/Kum _____, _____ of _____ Department was sanctioned an amount of Rs. _____ towards House Building /Motor Car / Motor Cycle / Personal Computer Advance vide GO/Proceeding No. _____ of _____ dated _____. He/she has fulfilled all the formalities as required under the GO/Proceedings.

Note: Separate certificates to be submitted for each sanction of loan.

Signature of Loan Sanctioning Authority
Office Seal:

STATEMENT SHOWING INTEREST CALCULATION ON DIMINISHING BALANCE METHOD

Sl. No.	Month	Opening Balance	Amount drawn	Monthly Recovery	Total recovered	Closing Balance	Remarks
	TOTAL						

Formula:

Interest payable = Total of Closing Balance X Rate of Interest X 1/12

Signature of DDO
DDO ID & Seal