



The _____ District Primary Cooperative Agriculture and Rural Dev. Bank Ltd. _____

INDEX-SHEET

Sr No _____ Documents _____ Page No _____ (Kindly mention N/A in case not applicable)

1	Loan Case Movement Sheet	
2	Loan application	
3	Copy of Aadhar Card	
4	Copy of P.A.N./Ration Card/Family I.D. etc	
5	Copy of Jamabandi	
6	Copy of Khasra Girdawari	
7	Copy of Agreement	
8	Copy of Mutation	
9	Surplus Certificate	
10	No Dues Certificate from Cooperative Society	
11	CIBIL Report	
12	Estimate along with Map	
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14	L.V.O. Report	
15	Appraisal	
16	Sanction of Loan by CEO/H.O. Panchkula	
17	Loan Sanction Order	
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21	Surety bond along with I.D. proof	
22	Copy of Schedule , Declaration under Section 4 (1)	
23	Rapat Roznamcha Vakyati	
24	Mutation (Confirmation of Rapat/Mutation)	
25	New Jamabandi for confirmation of mutation in favour of the Bank	
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27	Copy of Insurance	
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30	Compliance of Loan Sanction Order	
31	Borrower Receipt	
32	Application from the borrower to make the II payment	
33	Proper Utilization Certificate	
34	Copy of Insurance and Health Certificate	
35	Borrower Receipt and III party payment authorization	
36	Undertaking from the tractor loanee to take the tractor in custody in case of default	
37	Final Proper Utilization Certificate	
38	Any other Document (mentioned below)	

Land Valuation Officer/Field Officer
DPCARD Bank Ltd ,
Branch _____
(with stamp)

Manager,
DPCARD Bank Ltd ,
Branch _____
(with stamp)



The _____ District Primary Cooperative Agriculture and Rural Dev. Bank Ltd. _____

LOAN APPLICATION MOVEMENT SHEET

1	Date of receipt of loan case in the Branch	
2	Loan Application Number	
3	Admission Number	
4	Name of the applicant with full address	
5	Date of forwarding of the application to L.V.O.	
6	Date of the verification/inspection done by the L.V.O	
7	Date of return from L.V.O. after verification/inspection	
8	Date of sending of the loan case to the CEO Office/BOD/BOA for sanction	
9	Date of receipt of the loan case from CEO Office after sanction of the loan case	
10	Date of disposal by the competent authority/BOD/BOA	
11	Date of issue of L.S.O.	
12	Date of registration of mortgage deed	
13	Date of receipt of amount on account of additional shares	
14	Date of receipt of E.C.	
15	Date of compliance of other conditions , if any , by the applicant	
16	Date of submission of the Loan Case by LVO/FO for disbursement	
17	Date of disbursement	
18	Remarks	

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