

**APPLICATION FORM FOR THE FINANCIAL ASSISTANCE  
FROM CANTEEN STORES DEPARTMENT, MUMBAI-400 020.**

From: The Officer Commanding  
\_\_\_\_\_

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

To  
\_\_\_\_\_  
The Chairman  
Board of Administration  
Canteen Stores Department  
Adelphi, 119M K Road  
Mumbai- 400 020

**SUB : GRANT OF LOAN TO UNIT-RUN CANTEEN**

1. This Unit/Formation canteen is registered with CSD under number URC\_\_\_\_\_
2. The Financial assistance amounting to Rs.\_\_\_\_\_in the form of a loan is needed for this Unit-Run-Canteen due to the following reasons:-
  - In order to meet the requirements of the personnel dependent upon the canteen to the fullest possible extent, it is necessary to expand the trade for which additional finances are not available.
- OR**
- This unit is in a position to provide only a portion of the funds from our resources to start the canteen but still more funds are required particularly to meet the working capital.
3. The loan will be repaid within \_\_\_\_\_years ( for repayment maximum period of 5 years is allowed ) in half-yearly/yearly installments.
4. A copy of the constitution/rules/regulations/bye laws governing this Unit-Run-Canteen is enclosed.
5. Copies of balance sheets showing the trading and profit and loss position during the last 2 years are also enclosed ( This is not applicable in case of new canteens).
7. The terms and conditions governing grant of loan as detailed in Army order 161/73 have been understood and will be complied with. It is undertaken that the loan shall be utilized exclusively for this unit run canteen and only for making purchases from CSD and for no other purpose.
8. Further details/information's are given in Appendix. We shall be pleased to furnish any more details, if so needed.

OFFICER COMMANDING

Encl : a/a

\*Strike out whichever is not applicable.

(Refers to Para 7 of Appendix 3E)

**APPENDIX TO LOAN APPLICATION**

1. Name and Address of the Units Previous name/designation

\_\_\_\_\_  
(In case of redesignated units only)

2. Dependent on CSD Depot

3. Amount of Regimental/other Funds at the disposal of unit approximately Rs \_\_\_\_\_

4. Since when the unit canteen has been in existence (Indicate month & year only) \_\_\_\_\_

5. Strength of personnel intended to be based on this canteen :

(a) Officers \_\_\_\_\_

\_\_\_\_\_  
(b) JCOs

\_\_\_\_\_  
(c) OR

\_\_\_\_\_  
(d) Families and attached personnel, if any

\_\_\_\_\_  
(e) Ex-servicemen \_\_\_\_\_

**Total**

6. Estimated investment in the canteen on

(a) Capital expenditure  
(furniture, fitting, equipments etc.) Rs. \_\_\_\_\_

(b) Canteen Stores Rs. \_\_\_\_\_

(c) Working Expenses Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

7. Estimated monthly purchases from CSD:

(a) Liquor/Beer Rs. \_\_\_\_\_

(b) General Stores Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

8. Estimated monthly sales :

(a) Liquor/Beer Rs. \_\_\_\_\_

(b) General Stores Rs. \_\_\_\_\_

Total Rs. \_\_\_\_\_

9. Estimated monthly trading expenses including overheads:
- (a) Total Staff salary Rs. \_\_\_\_\_
  - (b) Clearing and cartages etc Rs. \_\_\_\_\_
  - (c) Insurance of stocks if any Rs. \_\_\_\_\_
  - (d) Postage/telegrams/conveyance/rent/  
Water/lighting charge/printing and stationery  
Telephones etc. Rs. \_\_\_\_\_
- Total  
Rs. \_\_\_\_\_
10. Expected profit per mensum from the unit-run-canteen Rs. \_\_\_\_\_  
(This should be exclusive of income from other sources mentioned below)
11. Whether you propose to run Tea Bar, Halwai shop and other trade shop ? If so, give total estimated monthly net income from these sources Rs. \_\_\_\_\_

**OFFICER COMMANDING**

**Annexure 1 to Appendix 3 E**

**PROMISSORY NOTE**

Rs \_\_\_\_\_

Date : \_\_\_\_\_ 20

On demand, I. No \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_

(Name of the Unit) \_\_\_\_\_

Promise to pay to the President of India on order, the sum of Rs \_\_\_\_\_ with interest there on at the rate of 4.5% per annum with half yearly rests until payment for value received.

Accepted

Signature

(Should be signed on revenue stamps worth

Rs 1/-

\_\_\_\_\_

for and on behalf of the President of India

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## Annexure 2 to Appendix 3 E

### UNDERTAKING

The President of India

WHEREAS ON the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, the President of India represented by Canteen Stores Department, a Department under the Ministry of Defence of the Government of India, ( hereinafter referred to as “the said Department” ) agreed to pay a cash advance in favour of \_\_\_\_\_ of the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and on the further conditions agreed on between the \_\_\_\_\_ (Name of Unit) and the said Department representing the President of India as are herein contained AND WHEREAS in consideration of the said advance on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, I, (NO.) \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ (Name of the Unit) \_\_\_\_\_ duly signed and delivered to the said Department (acting for and on behalf of the President of India my own Demand Promissory Note dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, for the sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in favour of the President of India, I hereby personally agree and undertake that the said promissory note for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is to stand and be regarded as continuing security and shall be enforceable for all money which now are or which may at any time hereafter become due and owing to the said Department representing the President of India on the said account and on any account whatsoever and whether or not from time to time there be nothing owing on the cash advance account or any account or the same respectively be at credit.

**AND I HEREBY FURTHER AGREE AND UNDERTAKE :**

- (a) that the aforesaid loan will until payment bear interest at \_\_\_\_\_% per annum with half-yearly rests and will be recoverable in cash:
- (b) That the liability hereunder and under the said Promissory Note shall be my personal liability
- (c) the entire amount of the said loan will be repaid if the President of India so desires within the maximum period of five years in fixed installments of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) each and at the interval of \_\_\_\_\_ months commencing from \_\_\_\_\_ provided, however, that nothing in this clause shall prejudice the right of the President of India to receive on demand the moneys payable hereunder and the said Promissory Note.
- (d) The Stamp duty, if any, payable on this document shall be borne by the President of India.
- (e) The said promissory note dated the day of \_\_\_\_\_ 20 \_\_\_\_\_ for Rs \_\_\_\_\_ and executed by me shall remain in full force and effect and my liability thereunder and under this letter shall not be revoked by me without the consent of the Government in writing.
- (f) That my liability shall not be impaired or discharged by reason of time being granted or by any forbearance shown to the said \_\_\_\_\_ (state the name of the unit of the Canteen to which money is being advanced) or by any act or omission on the part of the Government or any person authorized by it whether with or without the knowledge or consent of the surety nor shall it be necessary for the Government to sue or take steps or proceeding against the said \_\_\_\_\_ (State the name of the unit of the Canteen to which money is being advanced) before taking steps or proceeding against me.

IN WITNESS WHEREOF the said \_\_\_\_\_

(Name of Unit) has signed these presents on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed by the said \_\_\_\_\_

(Name of the Unit)

**Signature**

In the presence of

(Name and address of witnesses) (1) \_\_\_\_\_

(2) \_\_\_\_\_

Accepted

\_\_\_\_\_  
For and on behalf of the President of India.

**(THIS AGREEMENT FORM IS TO BE EXECUTED BY THE INCOMING AND  
OUT GOING OFFICER COMMANDING)**

**PROMISSORY NOTE**

Rs \_\_\_\_\_

Date : \_\_\_\_\_ 20

On demand, I. No \_\_\_\_\_ Rank \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_

Unit) \_\_\_\_\_

Promise to pay to the President of India on order, the sum of Rs \_\_\_\_\_ with interest thereon at the rate of 4.5% per annum with half yearly rests until full payment for value of stores received.

Accepted

\_\_\_\_\_

Signature

(Should be signed on revenue stamps worth Rs 1/-)

for and on behalf of the President of India



## Annexure 4 to Appendix 3 E

### AGREEMENT

AN AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the erstwhile Officer Commanding \_\_\_\_\_(name of the Unit) hereinafter called the Outgoing Officer (which expression shall unless repugnant to the context and meaning thereof mean and include his heirs, executors and administrators) of the First Part and \_\_\_\_\_the present Officer Commanding, \_\_\_\_\_(name of the Unit)hereinafter called "the Substituted Officer" (Which expression shall unless repugnant to the context and meaning thereof means and include his heirs, executors and administrators) of the Second part and the President of India, hereinafter called the Government (which expression shall unless repugnant to the context and meaning thereof means and include his successors and assigns) of the Third Part :

WHEREAS on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the Government represented by Canteen Stores Department a Department under Ministry of Defence of the Government of India (hereinafter referred to as the "said Department") paid a cash advance to \_\_\_\_\_ amounting to Rs. \_\_\_\_\_(also in words) upon the Outgoing Officer executing in favour of the President of India a demand promissory note dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for the sum of Rs. \_\_\_\_\_(also in words) and upon the further conditions agreed to between the Outgoing Officer and the Government as contained in the letter of Guarantee executed by him dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

AND WHEREAS a sum of Rs \_\_\_\_\_(also in words) is due and owing to the Government on account of the said cash advance made by the Government to \_\_\_\_\_ as aforesaid and on other accounts.

AND WHEREAS the said Outgoing Officer desires to be released and discharged from his liability under the said letter of Guarantee and the said promissory note and at the request of the Outgoing Officer the Government has agreed to release and discharge the Outgoing Officer there from upon the Substituted Officer at the request of the Outgoing Officer agreeing to execute a promissory note for the sum of Rs. \_\_\_\_\_ and to fulfill, perform and observe all the conditions as are hereinafter contained :

AND WHEREAS a promissory note dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for the sum of Rs \_\_\_\_\_(also in words) was duly executed by the Substituted Officer in favour of the president of India and delivered to the Government.

**NOW IT IS HEREBY AGREED BY AND BETWEEN**

**THE PARTIES HERETO as follows :**

1. That the said promissory note dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ for Rs \_\_\_\_\_ (also in words) shall remain in full force and effect until the Government agrees to its revocation or cancellation by the substituted Officer and shall be regarded as a continuing security and be liable to be enforced for the recovery of all moneys which now are or which may at any time hereafter become due and owing to the said department representing the President of India on account of the said advance or any account whatsoever and whether or not from time to time there be nothing owing on account of the said cash advance account or on any account whatsoever or the same respectively be at credit.
2. That the aforesaid sum of Rs \_\_\_\_\_ (also in words) shall until payment bear interest at 4.5 per cent per annum with half yearly rests and shall be recoverable in cash.
3. That the Government accepts the liability of the Substituted Officer to pay all money which now or which may at any time hereafter become due and owing to the said Department representing the President of India on account of the said advance to the said \_\_\_\_\_ (state the name of the unit of the Canteen to which money has been advanced) or on any account whatsoever and the Government hereby release and discharges the Outgoing Officer from all claims and demands whatsoever in respect of the said promissory note dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ and in respect of the said letter of guarantee executed by him and the liability of the Outgoing Officer thereunder :
4. That the liability of the Substituted Officer hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance shown to the said \_\_\_\_\_ (state the name of the unit of the canteen to which money has been advanced) or by any act or omission on the part of the Government or any person authorized by it whether with or without knowledge or consent of the surety nor shall it be necessary for the Government to sue or take steps or proceedings against the said \_\_\_\_\_ (unit of the canteen to which money has been advanced) before taking any steps or proceedings against the surety.
5. The said sum of Rs \_\_\_\_\_ (in words also) will be repaid within a period of \_\_\_\_\_ years in fixed installments of Rs \_\_\_\_\_ (in words also) each and at the interval of \_\_\_\_\_ months commencing from \_\_\_\_\_ provided, however, that nothing in this clause shall prejudice the right of the President of India to receive on demand the moneys payable

hereunder and clause shall prejudice the right of the President of India to receive on demand the money payable hereunder and under the said promissory note executed by the Substituted Officer.

6. The stamp duty, if any payable on the document shall be borne by the President of India.

7. That the liability hereunder and under the said Promissory Note dated the \_\_\_\_\_ day of \_\_\_\_\_ executed by the Substituted Officer shall be his personal liability.

In witness whereof the said \_\_\_\_\_ (outgoing officer) the said \_\_\_\_\_ (Substituted Officer) and Shri \_\_\_\_\_ for and on behalf of the President of India have hereunto respectively set their hands and seals the day and year first above written.

Signed and delivered by the

Signed and delivered by the

Said \_\_\_\_\_

Said \_\_\_\_\_

in the presence of : (outgoing officer)

in the presence of : (incoming officer)

Witness : 1 \_\_\_\_\_

Witness : 1 \_\_\_\_\_

2 \_\_\_\_\_

2 \_\_\_\_\_

**Accepted**

\_\_\_\_\_

Chairman Board of Administration

CSD

for and on behalf of President of India