

Instructions to URCs

Documents Requirement:-

- i) Format of Covering Letter of Application -
Ref Encl B - 1

- ii) Application form for financial assistance -
Ref Encl B – 2

- iii) Promissory Note with Rs. 5 revenue stamp
- Ref Encl B – 3

- iv) Undertaking on Rs. 100 Non-judicial stamp
paper Ref Encl B – 4

- v) Format of Statement of Case including
Recommendation of Commanding officer & HQs
/ Formation - Ref Encl B -5

- vi) Bank details (Pass Book) & Statement of
Accounts for last three months in case of existing
URC
- vii) Trading, Profit & Loss Account and Balance
sheet for previous year
- viii) Copy of CSD HO & CS Dte letter by which
the authority to open URC has been sanctioned
- ix) When the Commanding Officer changed
during the currency of repayment period of loan to
transfer of authority

- b) Promissory Note - Ref Encl B – 6
- ii) Agreement - Ref Encl B – 6

(PLEASE WRITE "NEW RAISING UNIT " IF URC IS NEWLY OPENED)

Address of Unit
with PIN &
APO Code

Reference No. _____

Date:

To
The General Manager
Canteen Stores Department
"ADELPHI", 119, M K Road
Mumbai - 400 020

APPLICATION FORM FOR FINANCIAL ASSISTANCE FROM CANTEEN STORES
DEPARTMENT, MUMBAI TO (UNIT NAME, URC REGISTRATION NUMBER)

1. Reference (URC Registration Number)
2. Application form for seeking financial assistance from Canteen Stores Department, Mumbai along with Promissory Note and Undertaking in duplicate, in respect of (Unit Name) (write New Raising Unit if applicable) is forwarded herewith for your further necessary action please.
3. It is requested to submit the following details of the unit :-
 - i) Name of Account-
 - ii) Account No.-
 - iii) Bank -
 - iv) Branch -
 - v) IFSC Code -

Contact details of URC : Mobile No. +91 (00 00 000 000)
Email ID : (official email id of URC _____)

Dependent CSD Depot : (Please mention your dependent CSD Depot)



Round Seal

(_____)
Rank

Encl : a/a.

Copy to :

Address of HQs

- For info please.

APPLICATION FORM FOR THE FINANCIAL ASSISTANCE
FROM CANTEEN STORES DEPARTMENT, MUMBAI – 400020

From: The Officer Commanding

Ref No. :

Date :

To,
The Chairman,
Board of Administration
Canteen Stores Department
"ADELPHI", 119, MK Road,
Mumbai – 400 020

GRANT OF LOAN TO UNIT-RUN-CANTEEN
(URC NAME URC REGISTRATION NO.)

1. The Unit / Formation canteen is registered with CSD under number (URC No.).
2. The financial assistance amounting to Rs. 00,00,000/- 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 (**Five**) years (for repayment maximum period of 05 years is allowed) in half-yearly / yearly installment. (Please strike out whichever is not applicable)
4. A copy of the constitution / rules / regulations / byelaws 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 raising of URC)
6. 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.
7. Further details / informations 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.

ENCL-B-3

PROMISSORY NOTE

Rs. _____

Date / /

On demand, I (No _____), (Rank _____) (Name _____) (Name of Unit _____) promise to pay to the President of India on order, the sum of Rs. (Rs. 00,00,000) with interest thereon at the rate of (Mention interest rate. 4.5% if First loan and 6.5% for Second & subsequent loans) 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

(Please paste 5 stamps of Rs. 1/- at here)

(This Undertaking must be signed on Rs. 100/- Non Judicial stamp paper.)

(Please fill all the blanks properly)

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, (hereafter referred to as "the said Department" agreed to pay a cash advance in favour of the sum of Rs. 00.00.000/- (Rs. In word _____) 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, (P. No. _____), (Rank _____), (_____) (Name of Unit _____) duly signed and delivered to the said Department (acting for and on behalf of the President of India) may one Demand Promissory Note dated _____ the day of _____ 20_____ for the sum of Rs. 00.00-000/- (Rs. In word _____) in favour of the President of India, I hereby personally agree and undertake that the said promissory note for Rs. 00.00-000/- (Rs. In word _____) is to stand and be regarded as a continuing security and shall be enforceable for all money which now are or which any 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 noting 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 (please mention rate of interest) % 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 or Rs. _____ (Rs. In word _____ 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 money 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 there under 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 proceedings against me.

IN WITNESS WHEREOF the said

(Name of Unit) has signed these presents on the _____ day of _____ 20 ____.

(Name of the Unit)
in the presence of

Signed by the said
Signature

(Name and address of witness) (1)

(2)

Accepted

for and on behalf of the President of India.

STATEMENT OF CASE FOR PROVISION OF FINANCIAL ASSISTANCE FROM BOARD OF ADMINISTRATION, CANTEEN STORES DEPARTMENT, ADELPHI, 119, MAHARSHI KARVE ROAD, MUMBAI – 400 020 FOR RUNNING UNIT RUN CANTEEN FOR (MENTION THE NAME OF UNIT WITH NAME OF DEPOT IN WHICH CITY CONCERNED)

INTRODUCTION

1. (MENTION THE NAME OF UNIT) is a new raising unit (write if applicable) has commenced raising at (MENTION ADDRESS OF UNIT) under the (MENTION THE NAME OF FORMATION) w.e.f. as per instruction received from Integrated Headquarter of Ministry of Defence (Army) Letter No. (PLEASE MENTION AUTHORITY LETTER NO. OF THE ORDER TO OPEN URC). (MENTION THE NAME OF UNIT) has an authorized strength of (Officers, JCOs Other Rank officer)..... (MENTION THE NAME OF UNIT) brief about your unit and mention the reason why the unit is required the financial assistance and the amount of loan required

PROPOSAL

2. It is proposed that a loan for Rs. 00,00,000/- (Rs. In word _____) be granted from the "Board of Administration, Canteen Stores Department, ADELPHI, 119, Maharshi Kerve Road, Mumbai to (MENTION THE NAME OF UNIT) on an interest rate of (Mention interest rate 4.5% if First loan 6.5% for Second & subsequent loans) percent per annum for a period of five years for procurement of stores for the Unit Run Canteen.

DETAILED JUSTIFICATION

RECOMMENDATION OF COMMANDING OFFICER OF UNIT ON STATEMENT OF CASE FOR PROVISION OF FINANCIAL ASSISTANCE FROM BOARD OF ADMINISTRATION, CANTEEN STORES DEPARTMENT, ADELPHI, 119 M K ROAD, MUMBAI – 400 020 FOR RUNNING UNIT RUN CANTEEN FOR (UNIT NAME) (URC CODE: _____) CSD DEPOT: _____

It is recommended that loan for Rs. 000000 (Rs. _____) be sanctioned from "The Board of administration, Canteen Stores Department, ADELPHI, 119 M K Road, Mumbai – 400 020. to (MENTION URC NAME). The applicable rate of interest is (_____ interest rate, 4.5% if First loan and 6.5% for Second & subsequent loans) per annum for a period of five years.

Station : _____

(Name of URC)

Unit : _____



(Rank)

Date _____ Day of _____ 20 _____

Officer Commanding

RECOMMENDATION OF FORMATION OF UNIT ON STATEMENT OF CASE FOR PROVISION OF FINANCIAL ASSISTANCE FROM BOARD OF ADMINISTRATION, CANTEEN STORES DEPARTMENT, ADELPHI, 119 M K ROAD, MUMBAI – 400 020 FOR RUNNING UNIT RUN CANTEEN FOR (UNIT NAME) (URC CODE:) CSD DEPOT: (CSD NAME)

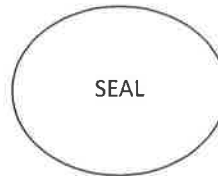
I strongly recommend that loan for Rs. (Rs.)

be sanctioned from "The Board of administration, Canteen Stores Department, ADELPHI, 119 M K Road, Mumbai – 400 020. to (MENTION URC NAME). The applicable rate of interest is (interest rate, 4.5% if First loan and 6.5% for Second & subsequent loans) per annum for a period of five years.

Station : _____

Signature

Date _____ Day of _____ 20 _____



(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

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 4.5per 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

70
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 _____
in the presence of : (outgoing officer)

Said _____
in the presence of : (incoming officer)

Witness : 1 _____

Witness : 1 _____

Accepted

Dy. Gen. Manager (F&A), CSD
For and on behalf of the President of India