

Instructions to URCs

Step -1: Fill up all the details in the Appendix to “Loan Application cum eligibility checker” sheet to know your eligible loan amount.

Step - 2: Take the print out of filled in Loan application cum eligibility checker sheet duly signed by the Commanding Officer of the unit under whom the URC is getting operated.

Step - 3: Fill all the documents whose formats are given under “Documents Requirement” section on the basis of data filled in “Application cum eligibility checker”. There should not be any mismatch of data / info between “Application cum eligibility checker” and data / info filled in documents given under “Documents Requirement” section.

Step - 4: All the documents, eligibility checker and enclosures duly signed and stamped / including affixing revenue stamps, notarization etc. wherever applicable and enclosures (all in originals) to be submitted to CSD, HO for processing loan cases.