



झारखण्ड राज्य ग्रामीण बैंक

(भारत सरकार, झारखण्ड सरकार एवं भारतीय स्टेट बैंक के स्वामित्व वाला बैंक)

JHARKHAND RAJYA GRAMIN BANK

(Owned by Govt. of India, Govt. of Jharkhand & State Bank of India)

Head Office : Market Complex, Third Floor,
Zila Parishad Office Premises, Kutchery Road, Ranchi-834001

Website : www.jrgb.in

Email ID : ho@jrgb.in

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Circular No.: 68/2019-20


All Branches / Offices
Jharkhand Rajya Gramin Bank

INDIVIDUAL STAFF VEHICLE LOAN SCHEME

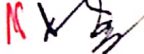
Pursuant to amalgamation of erstwhile Vananchal Gramin Bank and Jharkhand Gramin Bank forming Jharkhand Rajya Gramin Bank, Bank's Board has approved Individual Staff Vehicle Loan Scheme for all Officers/Employees of the bank.

Standard Formats of application, appraisal and all other documents along with rules & regulations are enclosed with this circular.

Please bring the contents of this circular into the knowledge of all officers/employees under your control and act accordingly.


CHAIRMAN

Encl: As above



INDIVIDUAL STAFF VEHICLE LOAN SCHEME

➤ LOAN FOR PURCHASE OF CAR

ELIGIBILITY:-

A. Supervising Staff

- i. All confirmed officers will be eligible for vehicle loan for purchase of car.
- ii. Officers who have defaulted in submission of Assets and Liability Statements for the preceding financial year will not be eligible.

B. Clerical Staff

All confirmed employees in clerical cadre with aggregate 5 years service will be eligible for car loan.

TERMS & CONDITIONS OF CAR LOAN: -

	Clerical Staff	Supervising Staff (JMGS-I to SMGS-IV & above)
Maximum quantum of Loan	Rs. 4.50 lacs	Rs. 7.00 lacs
Rate of Interest	7.5% p.a. (Simple)	
Margin	10%	
Repayment	Repayment period for a Car Loan will be 180 months (P:I=2.75:1). Principal to be recovered in 132 monthly installments and interest in 48 subsequent monthly installments. The repayment shall commence from the month following the month in which disbursement of loan is made.	
Primary Security	Hypothecation of vehicle & Bank's charge with RTA	

➤ LOAN FOR PURCHASE OF SCOOTER / MOTOR CYCLE/ MOPED

ELIGIBILITY: -

(A) SUPERVISING STAFF

- i. All confirmed officers will be eligible for vehicle loan for purchase of Scooter /Motor Cycle.
- ii. Officers who have defaulted in submission of Assets and Liability Statements for the preceding financial year will not be eligible.

(B) CLERICAL STAFF

- i. All confirmed employees in clerical cadre with aggregate 3 years service will be eligible for Scooter / Motor Cycle loan.

- ii. Where an employee has been promoted to the clerical cadre from the subordinate cadre, his service in the previous cadre will be taken into consideration for the above purpose.
- iii. In case of ex-servicemen employees, minimum 3 years confirmed service including that spent in defense forces, provided that the ex-service man concerned has completed one year confirmed service in the Bank.

(C) SUBORDINATE STAFF

Permanent full-time employees with minimum 5 years confirmed service are eligible for Scooter / Motor-Cycle / Moped loan.

TERMS & CONDITIONS OF SCOOTER / MOTOR-CYCLE / MOPEDLOAN: -

	Supervising Staff	Clerical Staff	Subordinate Staff
Type of Vehicle	Scooter/ Motor Cycle	Scooter/ Motor Cycle	Scooter/Motor Cycle/ Moped
Maximum quantum of loan	90% of cost of vehicle	Rs.60,000/-	Rs.60,000/-
Rate of Interest	7.5% p.a. (Simple)		
Margin	10% of project cost		
Repayment	Loan together with interest thereon shall be repayable in not more than 84 monthly installments. The loan will be recovered in the ratio of 5:1 towards principal and interest respectively. Accordingly, the principal will be recovered in 70 monthly installments and thereafter, interest will be recovered in 14 monthly installments.		
Primary Security	Hypothecation of vehicle & Bank's charge with RTA		

2.1 APPLICATION

An application for loan may be submitted by an eligible employee on the prescribed form and the appropriate authority will sanction it by way of demand loan after being satisfied with the genuineness and need thereof.

2.2 DOCUMENTATION

1. Application for loan on the prescribed format.
2. Demand letter/Allotment letter/Invoice/Cash receipt,
3. Demand Promissory Note and Demand Promissory Note Delivery Letter,
4. An Agreement to be obtained on a non-judicial stamp paper,
5. Letter of Hypothecation to be obtained on a non-judicial stamp paper,
6. The vehicle should be comprehensively insured with the Bank's interest clause from the date of purchase of the vehicle. The policy should be taken by the employee in his name.
7. RTA form No. 29 & 30

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2.3 DISBURSEMENT OF LOAN:

The amount will be disbursed to the dealer directly.

2.4 MISUSE OF CONVEYANCE LOAN:

If an employee misuses the loan / facility in any manner, he will be deemed to have committed an act of gross misconduct and will be liable to be proceeded against departmentally in terms of the rules governing his service.

2.5 OTHER TERMS AND CONDITIONS:

- a) A clerical employee or an officer may avail loan for both a 2-wheeler and a car, but the aggregate of both limits sanctioned should be within the loan limit fixed for a car.
- b) As there is ongoing improvement in technology, employees will be allowed to raise car loan for replacement of the vehicle five years after the date of raising the first loan, whether for new or used vehicle, after liquidating the first loan along with interest in full.
- c) **Treatment of one time road tax as part of cost of vehicle**
The amount of road tax (payable as a lump sum) may be included for computing the quantum of loan to be sanctioned to eligible employees for purchase of new vehicles.
- d) **Purchase of Jeep by eligible officers**
Loans for purchase of Jeeps in terrains where these are suited for personal transport viz. North Eastern States, hilly regions, etc. maybe considered on the terms and conditions prescribed in the scheme. However, while sanctioning the loans to Supervising Staff for purchase of Jeeps, it must be clarified in each case that Jeeps purchased out of conveyance loan have to be used strictly for personal purposes. Any misuse of the facility for commercial purposes will render the concerned official liable for major disciplinary proceedings.
- e) **Purchase of Three-Wheelers**
It is generally unlikely that an employee would apply for loan for purchase of a three-wheeler vehicle. However, if it happens in a rare case, the eligible employee (in Officers' and Clerical cadres only) can be granted loan on same terms and conditions as applicable to two wheeler power driven vehicles, subject to the Bank being satisfied about the genuine need for said vehicle and provided the vehicle is used only for personal purposes and the Regional Transport Authority makes a stipulation in the relative license to the effect that the vehicle will be used for personal purpose only.

2.6 GENERAL

1. An employee should not dispose of the vehicle during the period the Bank's loan is outstanding.
2. If employee retires earlier, his outstanding loan shall be adjusted in terminal dues. Suitable undertaking to that effect shall be taken.

R ✓ d

3. Wherever a Car/Scooter/Motor Cycle/Moped is purchased by an employee with the Bank's financial assistance and is hypothecated to the Bank, the interest of the Bank should be got registered with the concerned Regional Transport Authority as in the case of advances to Transport Operators. The registration charges, if any, for registering the interest of the Bank should be borne by the employee.
4. After disbursement of the loan, the employee should produce as soon as possible, the Registration Book indicating that the vehicle is in his name and / or stands transferred to his name.
5. While sanctioning a loan for purchase of a second hand vehicle, the original cost or market price thereof, whichever is lower, will be taken as the basis for arriving at the quantum of advance. In case of doubt, the value of the vehicle may be got assessed by an approved valuer.
6. The stipulation that the total borrowings of an employee should not exceed an amount which involves repayment by monthly installment of a sum equal to 60% of his gross emoluments will also be applicable to the loans made under this scheme.
7. Conveyance loans should not be granted to employees for purchase of vehicles from near relatives.
8. Purchase of the vehicle should be made within one month from the date of withdrawal of advance.
9. For arriving at quantum of loan to be granted to eligible employees for purchase of Car, Scooter etc. the cost of vehicle inclusive of all taxes including amount of road tax (payable as a lump sum) and accessories is taken into account.
10. No employee will be permitted to avail himself of a fresh loan for two wheeler within 4 years of disbursement of the earlier loan for two wheeler. Before granting such loan the earlier loan should have been fully liquidated. The stipulation of 4 years applies in the case of both new and old vehicles.
11. Where the Car or Scooter / Motor Cycle/Moped purchased by an employee under the scheme for grant of conveyance loan is either stolen or suffers irreparable damage leading to settlement of a "total loss" claim by the insurer, the Chairman may waive the stipulation of five years (in case of car) or four years (in case of Scooter / Motor Cycle/Moped) provided the entire surplus proceedings of the insurance claim after liquidating the earlier loan is brought as margin towards the cost of the Car/Scooter/Motor Cycle/Moped proposed to be purchased.
12. Lien on Provident fund/ Gratuity/ GSLI/ Leave Encashment.
13. The loan will be secured by two suitable guarantors from staff members of the bank. The remaining part of service of the guarantor has to be more or equivalent to that of the borrowing employee.



LOANS TO EMPLOYEES-DISCIPLINARY CASES :-

Officers / Employees placed under suspension or against whom major penalty proceedings have been initiated

Ordinarily officers / employee under suspension or against whom major penalty disciplinary proceedings are initiated, where there is a reasonable chance of dismissal would not be eligible for Vehicle Loan. However, competent authority, depending upon the gravity of the case, may sanction Vehicle Loan to an officer / employee against whom disciplinary proceedings are pending subject to the conditions that officer / employee furnishes collateral security in the form of sureties from 2 permanent officers / employees of the Bank. An officer / employee who is not granted the loan on this account and as a result raises it from some other approved and verifiable sources, should be granted the loan on conclusion of the disciplinary proceedings, if he continues in service.

Officers / Employees against whom disciplinary proceedings on charges of minor nature have been initiated and are not placed under suspension

Vehicle Loan to such category of officers / employees can be sanctioned treating them on par with those against whom no disciplinary proceedings are initiated or pending. In other words, no collateral security by way of sureties from 2 permanent officers / employees of the Bank will be insisted.

SANCTIONING AUTHORITY:

i. Loan for purchase of car

For Branches, Regional Offices: concerned Regional Manager and for Regional Managers and Head Office staff: General Manager.

ii. Loan for purchase of Scooter/ Motor Cycle/ Moped

- A. For staff posted at Branch other than Branch Manager : Branch Manager.
- B. For Branch Managers/ staff posted at Regional Offices : Regional Manager.
- C. For Regional Managers/staff posted at Head office : General Manager.



STAFF VEHICLE LOAN
(Four Wheeler/ Two Wheeler)

..... Branch / R.O./H.O.

1. Name and Designation of Employee / Officer :
2. Date of Birth :
3. Age of applicant (as on the date of application) : Years Months
4. Residual Service : Years Months
5. Date of Permanent Appointment :
6. Date of Confirmation :
7. Full particulars of vehicle proposal to be purchased
 - (a) Make.....
 - (b) Model
 - (c) Price of the vehicle proposed to be purchased
8. Amount of Loan applied for: Rs.....
{90% of (c) above with a maximum of Rs.7,00,000/- for Supervising Staff & Rs.4,50,000/- for Clerical Staff & for two wheeler 90% of (c) above in case of Award Staff maximum of Rs.60,000/-}
9. *(a) Distance from the applicants residence to the Bank Premises.
 *(b) Nature of other modes of other conveyance available and the approximate hire charges for one passenger and time taken to reach office.
(Applicable in case of clerical staff only)

10. Existing borrowing from the Bank and outside resources

Sl. No.	Source	Purpose	Amount	Repayment program installments and interest to be shown	Present outstanding

11. (a) Basic Salary : Rs.
 D.A. : Rs.
 Other Allowance : Rs.
 Gross Emoluments : Rs.

(Pay slip for the month of.....20.....(enclosed))

(b) Percentage of total deductions on account of repayment of loan mentioned in column 7 above (including the loan applied for to the gross emoluments)

12. Particulars of loan availed of in the past for the purchase of / motorcycle / scooter / moped / bicycle

- (a) Date of Sanction
- (b) Amount Sanctioned
- (c) Purpose
- (d) Present outstanding
- (e) If liquidated in full the date of closing the amount
- (f) Particulars of vehicle

Make of Vehicle	Date of Purchase	Approx. Market value	Date of Sale	If already sold, amt. of sale Proceeds
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13. Guarantor's Particulars (Two) :-

	Guarantor 1	Guarantor 2
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- (a) Name, Designation and Branch / Office :-
- (b) Date of Birth :-
- (c) Age as on the date of Application :-
- (d) Date of Confirmation :-
- (e) Length of confirmed service :-
- (f) Balance of Years of Service :-

Certified that:

- (a) I have satisfied myself thoroughly regarding the condition of vehicle proposed to be purchased by me. It is good running condition (applicable in case of old vehicle)
- (b) The particulars stated above are correct to the best of my knowledge and belief.

Date:

Signature of Officer / Employee

Branch / Regional Manager's /Department Head's Recommendations

Date:

Signature of Branch / Regional Manager /Departmental Head

Sanction:

Sanctioned Rs.....(Rupees.....Only) under
Staff Vehicle Loan Scheme.

Date:

Sanctioning Authority

Concerned Branch Manager to ensure deduction of EMI through HRMS.

GUARANTEE
DECLARATION LETTER

We.....Designation-
Branch/Office.....respectively do hereby declare that we do hereby take
guarantee of Personal Loan for sanctioned to Sri/Mrs./Ms.
Designation Branch/ Office

This declaration may be treated as Agreement for Guarantee.

(1) Signature-
 Name-
 Date-

(2) Signature-
 Name-
 Date-

Annexure-A

(To be stamped as an agreement)

AN AGREEMENT made this _____ day of _____ two thousand and _____ between Shri _____ of Jharkhand Rajya Gramin Bank, (hereinafter called 'the Borrower' which expression shall include his legal representatives and assigns) of the one part and the _____ (hereinafter called 'the Bank') of the other part

WHEREAS the borrower has applied to the bank for a loan of Rs. _____ for the purchase of a _____ and the bank has agreed to lend the said amount to the borrower on the terms and conditions hereinafter contained.

NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ (Rupees _____) paid by the bank to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the bank as follows:-

1. That the Borrower will pay to the Bank the said sum of Rs. _____ by installments of Rs. _____ each on the last day of the every month together with interest on the said sum of Rs. _____ or each part thereof as shall be the time being remain due and owing to the bank at the rate (presently _____ p.a.) by monthly deductions from his salary and the Borrower hereby authorizes the bank to make such deductions.
2. That within one month from the date of these present the Borrower shall spend the full amount of the said loan in the purchase of a _____ and if the actual price paid for the said _____ be less than the amount of the said loan then the Borrower shall repay to the bank forthwith the difference between the amount of the said loan and the actual price paid for the said _____.
3. That immediately upon the purchase of the said _____ the borrower shall execute a document (In the form submitted by the bank) hypothecating the said _____ as security for the amount lent to the borrower with interest as aforesaid.

4. That if the _____ is not purchased and hypothecated as aforesaid within one month from the date of these presents or if the borrower within that period become insolvent or quit service of the bank or dies then and in every such case the whole amount of the loan and interest as aforesaid shall immediately become due and payable.
5. IN WITNESS WHEREOF the borrower has hereunto set in his hand the day and year first above written.

For and on behalf of

JHARKHAND RAJYA GRAMIN BANK

(Signature of employee)

Branch Manager/Chief Manager,

Date: _____

Place: _____

Annexure-B
(To be stamped as an agreement)

To,
The Branch Manager,
Jharkhand Rajya Gramin Bank,

Whereas the undersigned _____
of Jharkhand Rajya Gramin Bank (hereinafter called the 'Borrower') applied for and obtained
from the Jharkhand Rajya Gramin Bank, (hereinafter referred to as 'the bank') a loan of
Rs. _____ (Rupees _____) to purchase a
_____ on the terms and conditions set forth in the agreement dated
_____ and made between the Borrower of the one part and the bank of the other part.

AND WHEREAS by the Agreement dated _____ it was inter alia agreed
that immediately upon the purchase of the said _____ the borrower should
execute a document (in the form submitted by the bank) hypothecating the said item as security
for the amount lent to the Borrower with interest as therein mentioned.

And whereas the bank has called upon the borrower to hypothecate the said
_____ in the matter hereinafter appearing.

And whereas by the Borrower has purchased with or partly with the amount of the said
loan a _____ particulars thereof are set out in the schedule hereunder
written.

Now therefore the borrower hereby hypothecates by way of specific charge all the said
_____ particulars whereof are set forth in the schedule hereto include all
fixed ad unfixed and movable appear us fittings, futures, appearance tools and spare parts
belonging thereto (hereinafter collectively referred to as "the said vehicle") and IT IS HEREBY
AGREED AND DECLARED AS FOLLOWS:-

1. That the Borrower will pay to the bank the said sum of Rs. _____ in
equal monthly installment of Rs _____ Each on the salary day of each month
commencing from the month following the month in which the loan amount is disbursed

and also simple interest at the rate of _____% per annum calculated on the aforesaid principal sum or the reduced balance thereof as the case may be that would remain due for the aforesaid period in equal monthly installment spread over for a period of months, commencing from the expiry of the aforesaid period of months, the first such installment to be paid on the month following the month in which the principal amount of loan has been paid in full or payable as aforesaid the borrower hereby authorizes the bank to make such monthly deductions aforesaid from his/her salary.

2. The Borrower shall keep the vehicle insured against third party risks as defined under the Motor Vehicle Act 1988, Further, the borrower shall as and when required by the bank, insure the said vehicle against loss or damage by fire, theft or accident with an insurance company to be approved by the bank to the extent of their full market value and shall produce to the bank from time to time relevant policy or policies for its inspection and also proper evidence to the satisfaction of the bank that the insurance company concerned has notified that the bank is interested in such policy or policies.
3. In the event of the said vehicle being lost or could not be found or its value is diminished due to theft, accident, riot, fire or any other reason whatsoever the borrower shall on demand forthwith repay to the bank the loan or the balance of the loan outstanding on the date together with interest at the agreed rate.
4. The Borrower shall give a letter of authority in favor of the bank to claim provident fund accumulation standing to his credit from the Trustees of provident fund.
5. The Borrower shall keep the said vehicle in good working order, repair and condition (fair and reasonable wear and tear expected) and shall be bound to and shall replace by suitable articles of similar kind and equal value and such parts thereof as shall become broken lost or worn out and shall not alter, take down or remove any part of the said vehicle without the consent of the bank in writing. In the event of the borrower replacing any machine engine part fixtures of the said vehicle constituting the security hereby created or any part or parts thereof during the currency of this security with new or other machine engine parts fixtures and fittings or parts thereof (which shall be deemed to be included in the expression the said vehicle used in these presents) shall forthwith on its or their being brought into or upon the said vehicle become hypothecated and charged

by way of specific charge in favor of the bank to secure repayment to the bank of the monies hereby intended to be secure.

6. The borrower shall permit all person deputed by the bank at all reasonable times to have access to the said vehicle may remain parked for the purpose of view in an examining the state & condition of the said vehicle.
7. If any of the said installments of principal and interest shall not be paid or recovered in manner aforesaid within ten days from due dates of payment thereof or if the Borrower shall commit any such breach of any of the terms and condition herein contained or if the borrower shall during the continuance of the security hereby created cease to be in the employ of the bank either by reason of death or otherwise or if the borrower shall or pledge or part with the property in or possession of the said vehicle or if the borrower shall be adjudicated insolvent or shall make any compensation or arrangement with his creditor or if any proceeding in execution of any decree or judgment shall be taken against the borrower then and or the garage of place where the said vehicle any of such of cases the whole of the amount then remaining due and owing to the bank with interest as aforesaid shall forthwith become payable on the happening of any of such events as aforesaid shall forthwith become payable on the happening of any of such events as aforesaid circumstances shall occur which is the judgment of the General Manager for the time being of the head office of the bank is prejudicial to imperil the security hereby created it hall be lawful for the bank (without prejudice to the bank's rights and remedies by suit or otherwise) at the risk and expenses of the borrower to take possession of the said vehicle and either remain in possession thereof without removing the same or else remove appoint receivers of and/or cell the same wither by public auction or by private contract as the bank may think fit and the bank shall be entitled to retain out of the sale proceeds of such sale and amount then remaining due to the bank for principal and interest as aforesaid and all costs charges expenses and payments properly incurred or made in maintaining defending or realizing the bank's rights hereunder and the bank shall pay over the surplus if ay to the borrower his executors or administrators.
8. The borrower hereby declares that there are no encumbrances at present subsisting on the vehicle or any part thereof and that the same is at present the absolute property of the Borrower and the Borrower hereby undertakes that the borrower will not so long any money shall remain due or outstanding on the security of these present create or permit

to be created any mortgage charge pledge or encumbrance on the said vehicle without the previous written consent of the bank.

THE SCHEDULE ABOVE REFERRED TO

Descriptions of Vehicle	Maker's Name	No. of Cylinders	Engine NO.	Chassis No.	Cost Price Rs.

IN WITNESS WHEREOF THE BORROWER has hereunto set his hand this _____ day of _____ two thousand and _____.

Place:

Date:

(Signature of the employee)

FORM 20

[See Rule 47]

APPLICATION FOR REGISTRATION OF A MOTOR VEHICLE

(To be made in duplicate if the vehicle is held under an agreement of Hire Purchase/ Lease/ Hypothecation and duplicate copy with the endorsement of Registering Authority to be returned to the Financier simultaneous on Registration of motor vehicle)

To
The Registering Authority,
.....

1. Full name of person to be registered as Registered owner :
- Son / Wife / Daughter of :
2. Age of person to be registered as Registered owner :
(Proof of Age to be attached)
3. Permanent address :
(Electoral Roll / Life Insurance Policy / Passport / Pay Slip issued by any office of the Central Government/State Government or a local body/Any other document or documents as may be prescribed by the State Government/Affidavit sworn before an Executive Magistrate or a First Class Judicial Magistrate or a Notary Public to be enclosed) :
4. Temporary address/Official address, if any :
.....
.....
.....
5. Duration of stay at the present address :
6. PAN Number (Optional) :
7. Place of birth :
8. If place of birth is outside India, when migrated to India :

9. ****
10. Name and address of the Dealer or Manufacturer from whom the vehicle was purchased (sale certificate and certificate of road worthiness issued by the manufacturer to be enclosed) :
11. If ex-army vehicle or imported vehicle, enclose proof. If locally manufactured Trailer/Semi-Trailer, enclose the approval of design by the State Transport Authority and note the proceedings number and date of approval. :
12. Class of vehicle :
(If motor cycle, whether with or without gear)
13. The motor vehicle is :
- a) A new Vehicle :
- b) Ex-army vehicle, :
- c) Imported vehicle :
- d) In-use E-rickshaw or E-cart :
14. Type of body :
15. Type of vehicle :
16. Maker's name :
17. Month and year of manufacture :
18. Number of cylinders :
19. Horse power :
20. Cubic capacity :
21. Maker's classification or if not known, wheel base :
22. Chassis No. (Affix pencil print) :
23. Engine Number or Motor Number in case :

of Battery Operated Vehicles

- 24. Seating capacity (including driver) :
- 25. Fuel used in the engine :
- 26. Unladen weight :
- 27. Particulars of previous registration and registered number (if any) :
- 28. Colour or colours of body wings and front end :

I hereby declare that the motor vehicle has not been registered in any State in India.

ADDITIONAL PARTICULARS TO BE COMPLETED ONLY IN THE CASE OF TRANSPORT VEHICLES OTHER THAN MOTOR CAB

- 29. Number, description, size and ply rating of tyres, as declared by the manufacturer
 - a) Front axle =
 - b) Rear axle =
 - c) Any other axle =
 - d) Tandem axle =
- 30. Gross vehicle weight
 - a) As certified by manufacturer =Kgms
 - b) To be registered =Kgms
- 31. Maximum axle weight
 - a) Front axle =Kgms
 - b) Rear axle =Kgms
 - c) Any other axle =Kgms
 - d) Tandem axle =Kgms
- 32.
 - a) Overall length =
 - b) Overall width =
 - c) Overall height =
 - d) Over hang =

The above particulars are to be filled in for a rigid frame motor vehicle of two or more axles for an articulated vehicle of three or more axles or, to the extent applicable, for trailer, where a second semi-trailer or additional semi-trailer are to be registered with an articulated motor vehicle. The following particulars are to be furnished for each such semi-trailer.

- 33. Type of body :

34. Unladen weight :
35. Number, description and size of tyres on each axle :
36. Maximum axle weight in respect of each Axle :
37. The vehicle is covered by a valid certificate: Insurance Certificate or Cover Note No ...
of Insurance under Chapter XI of the Act Dated.....of
..... (Name of company) valid
From..... to
38. The vehicle is exempted from insurance. :
The relevant order is enclosed.
39. I have paid the prescribed fee of Rs. :

Date.....

Signature or thumb impression of the person to be registered as registered owner.

Note.- The motor vehicle above described is –

- (i) Subject to Hire-purchase agreement/lease agreement with.....
.....
- (ii) Subject to Hypothecation in favour of.....
.....
- (iii) Not held under Hire-purchase agreement, or lease agreement or subject to Hypothecation.

Strike out whatever is inapplicable. If the vehicle is subject to any such agreement the signature of the Financier with whom such agreement has been entered into is to be obtained.

.....
Signature of the financier with whom an Agreement Hire-purchase, Lease or Hypothecation has been entered into

.....
Signature or thumb impression of the of registered owner

CERTIFICATE OF INSPECTION OF MOTOR VEHICLE

Certified that the particulars contained in the application are true and that the vehicle complies with the requirements of the Motor Vehicles Act, 1988, and the Rules made there under.

Date..... Signature of the Inspecting Authority
Ref.No..... Name.....
Designation.....

OFFICE ENDORSEMENT

Office of the.....

The above said motor vehicle has been assigned the Registration number..... and registered in the name of the applicant and the vehicle is subject to an agreement of Hire-purchase/Lease/ Hypothecation with the Financier referred above.

Date..... Signature of the Registering Authority

To
The
Financier.....

(To be sent by Registered Post Acknowledgment Due)

Specimen signature or thumb-impression of the person to be registered as Registered Owner and Financier are to be obtained in original application for affixing and attestation by the Registering Authority with office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature.

Specimen signature of the Financier
Registered Owner

Specimen signature of the

(1).....
(2).....

(1).....
(2).....

FORM-29

{{(See Rule 55 (1))}}

FORM OF NOTICE OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

(To be made in duplicate and the duplicate copy with the endorsement of the registering authority to be returned immediately on making entries of transfer of OWNERSHIP)

TO,

The Registering Authority,

.....

(In whose jurisdiction the transferee resides)

I/We..... resident

at.....

have on the..... day of the year.....

sold and delivered my/our Vehicle No.....Make.....

Chassis No Engine No..... to

Shri/Smt..... (Name) Son/Wife/Daughter

of Shri/Smt.....residing at.....

.....

(House No., Street, Village/Town/Dist. And State).

The registration Certificate and Insurance Certificate have been handed over to him/her/them.

Signature of the Registered

Owner (Transferor)

Date.....

C.C.....

I..... (Transferee) copy to the Registering Authority in whose jurisdiction the transferor reside.

Note: To be sent to the Registering authority by Regd. Post acknowledgement due.

OFFICE ENDORSEMENT

No..... /Dated..... office of the.....

The ownership of the Vehicle has been transferred to the name of.....

.....with effect from.....(date).

To,

.....

.....

REGISTERING AUTHORITY

(Office Seal)

By registered post or under proper acknowledgement.

Strike out whichever is not applicable.

FORM-30

{See Rule 55 (2) and (3)}

REPORT OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE PART-1, FOR THE USE OF THE TRANSFER.

(To be made in duplicate if the Vehicle is held under an agreement of hire purchase/lease/hypothecation and the duplicate copy with the endorsement of the Registering Authority to be returned to the financier simultaneously on making the entry of ownership in the certificate Registration)

To,
The Registering Authority,
.....
.....

Name of the Transferor :
Son/Wife/ Daughter of :
Full Address :

I hereby declare that I/We have on this.....day of the year.....sold my/our Motor Vehicle Registration Mark..... to shri/Smt.....
Son /Wife/ Daughter ofresiding at.....
.....(full address) and handed over the certificate of registration and the certificate of insurance to him/her/them.

I/We hereby declare that to the best of my/our knowledge and certificate of registration of the vehicle has been/has not been suspended or cancelled.

“I enclose the “No objection Certificate issued by the Registering Authority.”

“If the No objection Certificate from the Registering Authority is not enclosed the Transferor should file along with this application a declaration as required under sub-section (1) of section 50.

Date.....

.....
Signature of the Transferor.

Details of suspension or cancellation.
Strike out, whichever is not applicable.

PART –II FOR THE USE OF TRANSFEREE

To,
The Registering Authority,

.....
Name of the Transferor :
Son/Wife/Daughter of :
Full Address :
(Proof of address to be enclosed :

I/We hereby declare that I/We have to this.....day of the year.....purchased the Motor Vehicle bearing registration Number..... from.....

..... (Name and full address) and request that necessary entries regarding the transfer of ownership of the vehicle in my/our name may be recorded in the certificate of registration/ certificate of fitness of the Vehicle which is enclosed. The certificate of Insurance is also enclosed.

Specimen Signature of the transferee.

1.
2. Signature of the transferee

Consent of the Financer in the case of Motor Vehicle subject to an agreement of hire purchase/Lease/hypothecation.

I/We being a party to an agreement of hire purchase/lease/hypothecation in respect of motor vehicle.....give consent to the transfer of ownership of the said vehicle to Shri/Smt./Kum..... with whom I/We, have entered in to an agreement of hire purchase/lease hypothecation.

Date :
.....
Signature of Financer.

OFFICE ENDORSEMENT

No.Dated.....Office of the..... The transfer of ownership of vehicle has been recorded with effect from..... on the registration certificate of the Vehicle..... and in the registration record of this office.

To
.....
.....
Registering Authority.

(Name & address of the Financier)

By registered post or delivered under proper acknowledgement

FORM-34

{{(See Rule – 60)}

Application for making an entry of an Agreement of hire purchase lease/hypothecation subsequent to registration.

(To be made in duplicate and the duplicate copy with the endorsement of the registering authority to be returned to the financier simultaneously on making the entry in the certificate of registration).

To
THE REGISTERING AUTHORITY,
.....

The Motor Vehicle bearing registration number.....is the subject of an agreement of hire-purchase/lease hypothecation between.....the registered owner/ person to be registered as owner and.....

.....

(Fill the name and full address of the financier)

We request that an entry of the agreement made in the certificate of registration and the relevant records in your office.

The Certificate of registration together with the fee is enclosed.

Dated:
Signature of Registered Owner.

Strike out whichever is in applicable.
.....
Signature of the Financier.

OFFICE ENDORSEMENT

Number.....Datedoffice of the.....

The entry of the agreement of hire purchase/lease/hypothecation as requested above is recorded in this office Registration Record in Form 24 and certificate of Registration on.....

Dated.....
.....
Signature of the Registering Authority

To,
.....
.....
.....
(Name & Address of the Financier)

By registered Post or delivered under proper acknowledgement

FORM - 35

{{See Rule 61 (1)}

NOTICE OF TERMINATION OF AN AGREEMENT OF HIRE PURCHASE/LEASE/HYPOTHECATION.

(To be made in DUPLICATE and the duplicate copy with the endorsement of the registering Authority to be returned to the financier simultaneously on making the entry in the certificate of registration).

**To
THE REGISTERING AUTHORITY,**

We hereby declare that the Agreement of hire-purchase/lease/hypothecation entered in to between us has been terminated, We, therefore, request that the note endorsed in the certificate of Registration of Vehicle No.....in respect of the said Agreement between us, be cancelled. The Certificate of Registration together with the fee is enclosed.

Date :
Signature of the Registered Owner.

Date :
SIGNATURE OF THE FINANCIER.

OFFICE ENDORSEMENT

Number.....Date.....Office of the.....

The cancellation of the entry of an agreement as requested above is recorded in this office registration record in form 24 and Registration certification on.....(date).

Dated :
Signature of the Registering Authority.

To
.....
.....
.....

(Name & Address of the Financier).

By Registered Post or delivered under proper acknowledgement.



F O R M - H . P . T . E . R .

To
THE REGISTERING AUTHORITY,

.....

We the undersigned hereby request that the note endorsed on the certificate of registration forwarded herewith or vehicle no. (i).....
in respect of an agreement of hire purchase between us, be cancelled.

Signature of Registered Owner.

Date

Signature of other Party

Date

(i) Here enter registration mark.

“A”

**INTIMATION OF THE TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE
BY THE TRANSFEROR.**

To
THE REGISTERING AUTHORITY,

.....

Dear Sir,

Transfer of ownership rights in respect of.....

Regd. No.....

I/We.....

Son/Daughter/Wife of.....

Residing at.....

.....

hereby inform you that I/We have this.....day of.....

20 Sold my/our Regd. No.....

Engine No Chassis No.....

Make.....Model.....

to Shri/Smt.....

Son/Daughter/Wife of.....

It is requested that the said vehicle may be transferred in the name of said transferee.

Thanking you,

Yours faithfully,

SIGNATURE OF PURCHASER

Witness: -.....

Place : -.....

Date :-.....



झारखण्ड राज्य ग्रामीण बैंक
 (भारत सरकार, झारखण्ड सरकार एवं भारतीय स्टेट बैंक के स्वामित्व वाला बैंक)
JHARKHAND RAJYA GRAMIN BANK
 (Owned by Govt. of India, Govt. of Jharkhand & State Bank of India)

To:-

Branch: ate:...../...../.....

Letter No.:.....

Dear Sir,

Supply of To Sri/Smt..... Son of/Wife
 of/Daughter of Vill.....
 P.O. P.S.....Dist.....

With reference to your letter/Quotation no.....Date We are
 enclosing herewith DD/Banker cheque no/NEFT/RTGS UTR No.....Dated
For Rs.....(Rupees.....being the full
 & Final Payment of said Vehicle as per your Quotation.

Please Arrange to Supply The said Vehicle To Sri Whose
 Signature is Attested Below. Please Send Invoice, Challan, Money Receipt, Insurance
 Paper, Registration Paper of the said Vehicle in Sealed envelope to undersigned for
 official Record.

Please Note "Hypothecation with Jharkhand Rajya Gramin Bank"
 on all relative papers before delivery of said Vehicle.

Thanking you.

Yours faithfully,

Signature of Sri.....
 Attested Below

Branch Manager.
 Jharkhand Rajya Gramin Bank,
 Branch:.....

Branch Manager.
 Jharkhand Rajya Gramin Bank,
 Branch:.....
 (Phone No-.....)

(Encl.:- as above)



झारखण्ड राज्य ग्रामीण बैंक

(भारत सरकार, झारखण्ड सरकार एवं भारतीय स्टेट बैंक के स्वामित्व वाला बैंक)

JHARKHAND RAJYA GRAMIN BANK

(Owned by Govt. of India, Govt. of Jharkhand & State Bank of India)

To:-
The Registering Authority
District Transport Office
.....

Letter No. :.....

Date:...../...../.....

Dear Sir,

No Dues Certificate against Vehicle No.

This is for your kind information that the loan against Vehicle No..... of Sri/Smt/Ms has been fully repaid by the borrower Sri / Smt / Ms.....

Hence, Bank's Hypothecation marked over the Owner Book may please be withdrawn.

Thanking you.

Yours Faithfully,

Branch Manager

Jharkhand Rajya gram in Bank

Branch.....

Encl. Form- 35 & HP Ter Duly Signed.