ಸಂಖ್ಯೆ : ಕ.ರಾ.ಹ.ಸಂ./ಪ್ರ.ಕ./
Ref. No. KSFC/H.O./

ದಿನಾಂಕ :
Date.....................................

DGM[C]/C - ಳ೦೬ ೯/2017-18   27-10-2017.

INTER OFFICE NOTE

Sub : Confirmation of loan balance from the borrowers.
Ref : 1) Circular No.859 dated 17-06-2009
**   2)Circular No.943 dated 09-11-2011.**

As you are aware vide above referred Circulars, the system of obtaining Acknowledgement of Debt [AoD]/Balance Confirmation Certificate [BCC] from the borrowers were put in place.   Further, the BMs/HODs were instructed to personally supervise and ensure that BCCs AND AoDs are obtained every year [as on 31st March] from all the borrowers, before the end of June of subsequent financial year.

In this regard, the BMs/HODs are once again advised to ensure that BCCs/AoDs are obtained before 30-12-2017 as per the format enclosed, if the same is not yet obtained for the FY ended 31-03-2017.   In case the borrowers fail to submit the same, further recovery action be initiated by issuing SCN and thereafter recalling the loan for non-compliance.

The Internal Audit Department is advised to monitor the compliance of the above and report non-compliance, if any, in the Audit Reports and submit the same to the MD.

For strict compliance.

Executive Director - I

All the Department Heads in HO
All the DGMs/ AGMs/ BMs of BOs
All the General Managers

CC :

The Executive Director [II] - for infn.

The MD - for kind infn.   }

From :

....

....

....

To :

The Branch Manager/ [HOD]
Karnataka State Financial Corporation
Branch Office/ Head Office
....

Dear Sir,

Sub : Our Loan Account No. ....

With reference to the above, I/we hereby confirm that at my/our request you have sanctioned term loans to me / us. For the said loans I / we have executed necessary security documents.

I / We hereby confirm that the following is my / our liability in my / our aforementioned account as on 31-03-2017.

> *Principal   :*
> *(including loan balance)*
> *Interest   :*
> *Other Debits   :*

I / We hereby acknowledge and agree to repay the above amounts due to Karnataka State Financial Corporation.

Signature

Witness :