



**KERALA KHADI AND VILLAGE INDUSTRIES BOARD
TRIVANDRUM**

APPLICATION FOR THE PURCHASE OF KHADI ITEMS ON CREDIT BASIS

FROM KHADI GRAMA SOUBHAGYA,.....

NAME OF THE APPLICANT (IN BLOCK LETTERS)	
DESIGNATION	
OFFICE ADDRESS WITH PHONE NO.	
RESIDENTIAL ADDRESS	Mobile Phone No. Land Line Phone No.
Date of birth and Age	
Date of retirement	
Basic pay with Scale of Pay	
Net Salary drawn	
Departmental ID Card No Photo copy of the ID Card should be attached (If not an official ID any other Valid Id proof must be produced)	
Amount which desires likely to purchase	
Details of the Cheque submitted (In the case of cheque submitted not in behalf of the purchaser a consent declaration of the Account holder must be produced)	Account No. Name of the Bank Branch Name Cheque Serial Nos.

I,hereby undertake and agree to remit the amount in 6 equal instalments within 6 months from the date of purchase in case of any cheque bounced I shall bind to remit the bank charges as required. I, hereby also agree that in case of default of payment, recoveries of such amounts as may be fixed by the Board from time to time be made from my salary at source and also from my DCRG/terminal benefits and other benefits.

Signature of the Applicant with date

Undertaking of the Pay Disbursing Officer

The Khadi credit availed by Sri/Smt

.....
.....(Here enter Name, Designation and Office address) from the Khadi Grama soubhagya..... on the strength of his/her application and affidavit on credit & monthly instalment repayment basis is defaulted, the undersigned agree to recover the amount as the Kerala Khadi and Village Industries Board may deem fit from the salary of Sri/Smt.....
.....and remit the amount to the Board.

Date

(Seal)

Name & Designation and Signature
of the Employer/Disbursing Officer

FOR THE USE OF MANAGER, KHADI GRAMA SOUBHAGYA

Goods purchased as per Bill No.Date:.....

Amount: Rs.

Signature of purchaser

DETAILS OF INSTALMENT COLLECTION						
Sl. No.	Due Date	Chequ No.	Amount	Date of sending to Bank	Date of Clearing	Remarks
1						
2						
3						
4						
5						
6						
	TOTAL					