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12/2/15

T. Vijay Kumar, IAS
Additional Secretary
&
Mission Director, NRLM
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D.O No. I-12011/23/2012-SGSY(C) Date: 10.2.2015

Sub: Common Application Form for SHGs for opening of Savings Account and Loan Documentation

Dear Shri Sanjta,

Based on the discussions in the 16th Central Level Coordination Committee meeting held on 10th September, 2014, National Mission Management Unit (NMMU), NRLM in consultation with IBA developed Common Application Form for SHGs for opening of Savings Account and Loan Documentation which has now been approved by this Ministry. A copy of the above forms is enclosed. This is a path breaking measure and will go a long way in simplifying SHG transactions with the banks resulting in creating better access to institutional finance by them. All banks are required to adopt the common application forms developed jointly by the Ministry and the IBA.

In this regard you are requested to take up the following steps to ensure that the banks adopt the above documents:-

I. The common application form for Opening of SB a/c and the loan documentation may be placed before the SLBC in its next meeting and its approval obtained for the same.

II. SLBC may be advised to send a communication to all the banks of your State to adopt & use these new forms for SHGs' SB a/c opening and loan documentation

III. SRLM may give wide publicity about these forms in various Bankers forums / Committees for adoption.

IV. Orientation training to district and block level staff about adoption and usage of the forms may be arranged by the SRLMs. The district/block level staff would in turn give orientation training to the Cluster Coordinators.

SRLM may kindly ensure immediate adoption of the common forms by all the banks by continuous monitoring and follow up. A copy of this letter along with Common Bank A/c Opening and loan application forms are placed on our website www.aajeevika.gov.in.

With regards,

Yours sincerely,

(T Vijay Kumar)

Shri Jitender Sanjta,
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Smt Nirmala