

## **SALARY CERTIFICATE**

Date: \_\_\_\_\_

Certified that **Smt/Sri.** \_\_\_\_\_.

Is Working as \_\_\_\_\_ in this Institution \_\_\_\_\_.

\_\_\_\_\_ on wards as per our office records. His date of retirement

\_\_\_\_\_ He is permanent employee of this institution/Department/Bank

The details of the monthly salary for the month of \_\_\_\_\_ for the named are given hereunder.

BASIC PAY	:	_____	LIC:	_____
D.A.	:	_____	G.INS:	_____
H.R.A	:	_____	PROF.TAX:	_____
SPECIAL PAY:		_____	P.F.:	_____
OTHERS	:	_____	OTHERS:	_____
TYPING ALLOWANCE _____				

Gross Salary

**Rs.**

Total Deduction:

**Rs.**

Gross Salary	:	_____
Less: Deduction	:	_____
Net: Salary	:	_____

The above Certificate is issued at the request of the employee to stand as Guarantee for availing loan facility by The Karnataka Minorities Development Corporation Ltd. under term loan scheme. Salary amount payment without N.O.C. from you.

In respect of Resignation/Termination/Death of an employee who has given guarantor for availed loan facilities from you. We agree to deduct the outstanding balance of the loan availed along with interest accrued if any, from the dues/terminal benefits payable to such employee and or his nominee and remit the same to you. In case such amount remitted falls short of the outstanding balance in his loan account and interest accrued thereon. We will assist you to over such dues payable to you from the said employee.

Signature

To

Head of Institute

Sri/Smt : \_\_\_\_\_.

**CC To: KMDC Ltd., Bangalore.**

**CC To : Karnataka Minorities Development Corporation Ltd.,**

**This is to be issued in the printed letterhead of the**  
**Department/Organisation**

To  
The Managing Director  
Karnataka Minorities Development  
Corporation Ltd.,  
Bangalore-01

**UNDERTAKING**

Sri, Smt, Kum ..... s/o,W/o,D/o .....  
...is working in our Department/Organization. He has stood guarantee to Sri/Smt/Kum  
.....S/o,W/o,D/o .....  
.... to avail the loan from Karnataka Minorities Development Corporation Ltd., Bangalore. We  
assure you, that in the event of default in repaying the loan installment (s) with interest by  
Sri/Smt/Kum ..... (Loanee) S/o,W/o,D/o  
..... the same will be deducted from  
the salary of Sri/Smt/Kum/ ..... (Guarantor)  
S/o ..... and transmit it to The Karnataka  
Minorities Development Corporation immediately until further instructions from you.

DATE:  
PLACE:

Name of the Drawing Officer,  
Signature with seal.