LOANS FOR THE STAFF AT CDCE

According to the delegated authorities, Distress/Vehicle/Computer/Staff and PF loans are proceeded from CDCE as follows;

 Loan request from the applicant 01 • Eligibility will be checked and ineligible applications will be rejected 02 • Duly Completed loan agreement will be sent for the signature of the Registrar 03 Calculating payable amount by the subject clerk/CDCE 04 Calculations will be checked by the Senior Assistant Bursar/CDCE 05 • Sending the loan form for the approval of the Registrar 06 • The payment voucher will be prepared on the approved document 07 • Voucher will be sent to the Assistant Registrar and the Senior Assistant Registrar of CDCE for the recommendation and for the Approval. 08 Approved voucher will be certified by the Senior Assistant Bursar/CDCE 09

• The cheque will be written on the name of the applicant.

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Important things to know before applying for a loan

Loan Type	Provident Fund	Distress	Computer	Transport	Staff
Eligibility	Should be a Permanent Employee	Should be a Permanent Employee	Should be a Permanent Employee		Should be a Permanent Employee
	 The total deductions should not be exceeded the limit of 60% of the basic salary. The requested loan 	should not be exceeded	deductions should not be exceeded the limit		be exceeded the limit
	amount should be within 65% limit of the provident fund balance by the date of the application – If not, a guarantor should be submitted for the relevant amount	amount should be within 75% limit of the provident fund balance by the date of the application – If not, a	within 75% limit of the provident fund balance by the date of the application – If not, a guarantor should be submitted	amount should be within 75% limit of the provident fund	within 75% limit of the provident fund balance by the date of the application – If not, a guarantor should be submitted for the relevant
Maximum amount	65% of the Provident Fund Balance	Rs. 250,000.00 or equal to 10 months basic salary whichever lower.	Rs. 30,000.00	Rs. 50,000.00	Rs. 10,000.00