



क्र. सं. Sr. No.	उद्देश्य / Purpose	आवश्यक दस्तावेज / Documents Required	
		मंजूरी पूर्व Before Sanction	मंजूरी पश्चात After Sanction
1.	पुत्र/पुत्री का विवाह Son/Daughter's Marriage	<input type="checkbox"/> शपथपत्र Affidavit <input type="checkbox"/> मुद्रित आमंत्रण पत्र अथवा हॉल बुकिंग की रसीद Printed Invitation or Hall Booking Receipt	<input type="checkbox"/> विवाह पंजी. प्रमाणपत्र Marriage Reg. Certificate
2.	साइट/फ्लॉट/मकान की खरीद/मकान का निर्माण अथवा विस्तार Purchase of Site/Flat/house/ Construction or extension of house.	गृह-निर्माण ऋण लेने के लिए-आवेदक को गृ.नि.ऋण मंजूर किये जाने की शाखा / कार्यालय प्रमुख से पुष्टि In case of availment of Hsg. Loan - confirmation from Branch/Office head about sanction of Hsg. loan to the applicant. In case of non availment of Hsg. Loan following documents are required:- <input type="checkbox"/> शपथपत्र Affidavit <input type="checkbox"/> स्थानीय प्राधिकारियों से अनुमति Local authorities permission <input type="checkbox"/> साइट प्लान तथा जांच रिपोर्ट Plan & search report <input type="checkbox"/> बिक्री करार Sale Agreement <input type="checkbox"/> गृ.नि.ऋण मंजूरी सूचना Housing Loan sanction advice <input type="checkbox"/> अनुमानित लागत Estimate of cost अग्रिम भुगतान की रसीद / Receipt of Advance payment	<input type="checkbox"/> कब्जा प्रमाणपत्र Possession Certification <input type="checkbox"/> कार्य पूरा होने का प्रमाणपत्र Completion Certificate
3.	पुत्र/पुत्री की शिक्षा Education of Son/Daughter	<input type="checkbox"/> शपथपत्र Affidavit <input type="checkbox"/> व्यय के ब्यौरे के साथ प्रवेश नोटीस / Admission Notice with break up of expenses	
4.	आवास ऋण का पुनर्भुगतान Repayment of Hsg. Loan	<input type="checkbox"/> शपथपत्र Affidavit <input type="checkbox"/> गृ.नि.ऋ. बकाया प्रमाणपत्र / Housing loan Outstanding Certificate	
5.	Payment of Insurance Premium	<input type="checkbox"/> Insurance Policy <input type="checkbox"/> Insurance Payment Receipts	

**संस्तुति - RECOMMENDATION**

हमने उक्त आहरण के लिए ऊपर दर्शाये अनुसार आवश्यक दस्तावेजों का सत्यापन किया है तथा उसे सही पाया है. उन्हे वैयक्तिक फाइल में रखा गया है. हम उक्त एनआरडब्लू के मंजूरी संस्तुति करते हैं.

We have verified the documents required for above withdrawal as indicated and found them in order. Same are held in his personal file. Above NRW is recommended for sanction.

दिनांक Date :

शाखा /कार्यालय प्रमुख के हस्ताक्षर  
Signature of Branch/Office Head

<b>प्रोसेस नोट Process Note</b>	
बैंक में कुल सेवा Total Service with Bank :	_____ वर्ष / Years
स्वयं का अंशदान Own Contribution :	Rs. _____
स्वैच्छिक अंशदान Voluntary Contribution :	Rs. _____
कुल / TOTAL :	Rs. _____ घटाएं
भ.नि.ऋण LESS: PF Loan :	Rs. _____
पात्र रकम Eligible amount :	Rs. _____
चेक क्र. Cheque No. _____ :	Rs. _____
चेक दिनांक Cheque Dated _____	
संस्तुत / Recommended	



FORMAT OF AFFIDAVIT  
TO BE EXECUTED ON RS 100/- STAMP PAPER DULY ATTESTED BY  
NOTARY PUBLIC /EXECUTIVE REGISTRATE

I, Shri/Smt/Miss \_\_\_\_\_ Indian Inhabitant, Aged About \_\_\_\_\_  
( Name Of The Applicant)  
Year and Residing at \_\_\_\_\_  
(Permanent Address)

**I Do Hereby State And Declare On Solemn Affirmation As Under:**

1. I Am Working In Union Bank Of India \_\_\_\_\_  
Branch /Central Office.
2. I Am a Permanent Staff Member Of The Said Bank And As Such I Am Also  
a Member Of Union Bank Of India Employees Provident Fund. My  
Employee No Is \_\_\_\_\_.
3. I Confirm That I Have Read The Rules Of UNION BANK OF INDIA  
Employees Provident Fund And I am eligible to withdraw amount  
equivalent To 100% of the amount Standing to my Credit in own  
contribution as of last financial year for the Purpose of \_\_\_\_\_.
4. I Confirm And Assure our Trustees OF UNION BANK OF INDIA  
Employees Provident Fund Trust That I Shall Utilize the Amount  
Withdrawan for the Purpose for which I Shall be withdrawing the same  
viz , for the Purpose of \_\_\_\_\_.
5. The above facts are true to the best of my knowledge and belief. I  
Undertake to submit all the relevant documents mentioned in the  
Application form for the purpose of purchase of house /site to build the  
house, for the repayment of housing loan,for higher education,payment of  
insurance premium and or for marriage of Son/daughter as the case may  
be.
6. I also undertake and declare that the plot of land/house to be purchased  
shall not be encumbered of hypothecated or alienated for any purpose.

7. I hereby declare that the outstanding in the pf loan ac is Rs \_\_\_\_\_ (state nil if no outstanding).
8. I hereby declare that there is an outstanding of Rs \_\_\_\_\_ (principal+interest) in my housing loan ac (state nil if no outstanding).
9. I hereby confirm and declare to forward marriage registration certificate after having solemnized the marriage.

Solemnly affirmed at \_\_\_\_\_ this \_\_\_\_\_.

Before me

(deponent)

Under seal & signature of notary  
Public executive magistrate.

before me