

**PUNJAB GRAMIN BANK**  
**HEAD OFFICE, JALANDHAR ROAD KAPURTHALA**

**BRANCH/OFFICE \_\_\_\_\_**

THE CHIEF MANAGER  
HRD DEPARTMENT  
PUNJAB GRAMIN BANK  
HEAD OFFICE  
KAPURTHALA

DATED \_\_\_\_\_

**REG: PARTICULARS OF OUTSTANDING LIABILITIES OF SHRI/SMT**  
**\_\_\_\_\_**  
**(EPF NO \_\_\_\_\_)**

Dear Sir

We are furnishing below the particulars of Outstanding Liabilities of Shri/Smt \_\_\_\_\_, \_\_\_\_\_ (Last Designation), \_\_\_\_\_ (EPF Number), retired/died on \_\_\_\_\_.

<b>PARTICULARS OF OUTSTANDING LOAN</b>	<b>ACCOUNT NO</b>	<b>BALANCE IN RS. AS ON _____</b>
1. House Building Loan		
2. Housing Loan (Commercial Scheme)		
3. Staff Overdraft		
4. Festival Advance		
5. Education Loan		
6. Conveyance Loan		
7. Others, if any ( <i>Mention details</i> )		
<b>TOTAL</b>		

SIGNATURE AND SEAL OF THE  
BRANCH MANAGER HAVING  
ATTESTED THE ABOVE.

**Note:** Please submit this certificate preferably after closure of all staff loan accounts. If Housing Loan (Commercial Scheme) and / or Education Loan continue(s) in terms of sanction please furnish the status of the account(s) including compliance of all terms and conditions of sanction. Please provide "N I L" Certificate in case of no outstanding liability.