

**General Sir John Kotelawala Defence University**  
**Application for Securing Distress Loan**

01. Applicant's name in full :- .....
02. Personal address :- .....
03. Post & Grade :- .....
04. Division attached :- .....
05. Date of confirmation in post :- .....
06. Date of birth :- .....
07. Age as at date of application :- .....
08. Basic salary (current) :- .....
09. Loan requested :- .....
10. Date of distress loan, :-  
if secured earlier .....
11. Reason for loan :- .....

12. Letter of inclination for settling loan dues from gratuity – attached/ not attached

I,..... holding the post of .....  
in General Sir John Kotelawala Defence University, hereby do affirm that matters contained in the  
afore mentioned declaration are true and correct.

.....  
Date

.....  
Applicant's signature

Sectional Head's Recommendation:-  
Application is recommended/ not recommended.

.....  
Sectional Head

**13. Bursar**

Details of loans obtained  
by applicant at last.

Distress loan :-.....  
 Vehicle loan :- .....  
 Indebt Relief loan :- .....  
 Housing Loan :- .....  
 Any Other :- .....

Consolidated loan amount applicant guaranteed for :- Rs. ....

	<b>Debtor's Name</b>	<b>Loan Type</b>	<b>Amount of Loan</b>
i.	.....	.....	Rs.....
ii.	.....	.....	Rs.....
iii.	.....	.....	Rs.....

The rough amount of Distress/Indebt. relief/motor vehicle/Bike loan disregarding deductions for this applicant is Rs..... Accordingly, please provide following information. This loan has to be recovered by ..... installments as applicant to be retired on.....

.....  
Date

.....  
Senior Assistant Registrar  
for Registrar

**14. Register**

Salary particulars:-

**Applicant**

Salary Rs.....  
 Allowances Rs.....  
 Total Rs.....  
 40% ceiling Rs.....

Total deductions for loans secured by Applicant } Rs.....

Total of other payments (Monthly) Rs.....

Other deductions Rs.....

Total Rs.....

Current balance of consolidated loans } :- .....  
secured by this applicant

Value of consolidated loans if offered } :- .....  
this loan

Consolidated Loan installment (Monthly) } :- .....  
inclusive of proposed loan installment

Interest .....%

In recovering loan, .....installments valued  
..... Rupees and an installment valued Rs.....  
and annual interest amounting .....% on outstanding loan balance would be added to the  
installment.

.....  
Date

.....  
Bursar

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**15. Vice Chancellor**

The applicant had completed the required service period. Application is complete as per Loan Procedure regulations and submitted for approval.

.....  
Date

.....  
Registrar

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**16. This loan is approved.**

.....  
Date

.....  
Vice chancellor