

KERALA TRANSPORT DEVELOPMENT FINANCE CORPORATION LIMITED

A Government of Kerala Undertaking (An NBFC registered under the RBI)

Registered Office: Level 8, 6th Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram 695014Phone: 0471-2326883, 2327882, 2339198, Fax: 0471-2326884 Email: ktdfc@vsnl.com Visit us at: www.ktdfc.com

Branch Offices: Level 2 (Ground Floor) Trans Towers, Vazhuthacaud, Thiruvananthapuram 695014 Phone: 0471-2331904; Planthottam Complex, Near KSRTC Bus Stand, Thiruvalla 689 101 Phone: 0469-2602799; 5th Floor, Empire Building, Opp. Central Police Station, Ernakulam 682 018 Phone: 0484-2395806; 1st Floor, Suharsha Towers, Round North, Near Co-operative Hospital, Shomur Road, Thrissur – 680001 Phone: 0487-2323388; Ground Floor, KSRTC Bus Terminal Complex, Mavoor Road, Kozhikode-673 001 Phone: 0495-2724750.

EMPLOYMENT CERTIFICATE

Certified that Shri/Smt..... (Name of the employee)..... S/oD/oW/o(Father's / Husband's Name).....
of (Name of House) House (Town) Town
.....(Desam)..... Desam (Village)..... Village
.....(Taluk)..... Taluk (District)..... District, now residing at
..... (Name of House) House (Town) Town (Desam)..... Desam
.....(Village)..... Village (Taluk)..... Taluk (District)..... District is a
permanent / officiating / acting / provisional (designation)..... (designation) and his PF No./ Audit
No. isPF No./ Audit No.....

DETAILS OF HIS / HER SERVICE ARE AS UNDER

Date of entry into service Date from which continuous service begins Date of retirement

DETAILS OF HIS / HER PAY ETC. AS UNDER

Scale of Pay.....

1. Basic Pay	a) Provident Fund
2. Dearness Allowance	b) LIC recoveries
3. HRA	c) Income Tax
4. Compensatory Allowances	d) Loan Recoveries	(1)
			(2)
			(3)
5. Other Allowances	e) Other recoveries	(1)
			(2)

TOTAL (A):

TOTAL (B):

NET SALARY (A) – (B)

Place: (Office Seal) Signature
Date: Name
Designation of the Head of Office / Department

UNDERTAKING FOR RECOVERY FROM PAY

I, (Name in full) (Designation & Office / Department)
shall owe to Kerala Transport Development Finance Corporation Ltd (KTDFC) a sum of ₹..... (Rupees
.....) or such other enhanced/reduced amount as may be sanctioned
by KTDFC to Sri/Smt..... with its applicable interest and such other charges, in case of
sanctioning of the loan applied for by him/her to KTDFC, in accordance with the Loan and Guarantee Agreements & Loan Sanction Letter to
be executed on sanctioning of the loan and I undertake to repay the same in my capacity such manner as may be directed by KTDFC in
case of failure by the loanee to repay the same promptly or for any other reason whatsoever. I hereby agree that, in such circumstances, as
guarantor, monthly recoveries of such amounts as may be fixed by KTDFC from time to time, of which information will be given by the
Company to my drawing and disbursing authority, shall be recovered from my salary at source and remitted or paid to KTDFC or its duly
authorised representatives. I also hereby agree and declare that KTDFC shall also have absolute and unqualified right to recover any
amount outstanding in the above loan transaction in case of my death/retirement or termination from service, from my terminal benefits
including Death cum Retirement Gratuity (DCRG).

Place:
Date: Signature of Employee

I agree to effect the above recoveries

Place: (Office Seal) Signature
Date: Name
Designation of the Head of Office / Department/
Drawing & Disbursing Officer