



CEC-08

Note: Please do not delete any item in the form, provide details as applicable, wherever information is not available mention N.A. The form may need to be sent back for corrections, if any item is changed or deleted.

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Employee No.

REQUEST FOR LOAN
(To be filled by Course Coordinator)

<p>1. Name_____</p> <p>2. Designation_____</p> <p>3. Department_____</p> <p>4. Purpose of Loan_____</p> <p>5. Amount of loan required Rs. _____ (In words) Rupees_____</p> <p>6. Date by which amount of loan will be submitted for adjustment_____</p> <p>7. Debit grant/course code _____</p> <p>8. Credit course code _____</p>	9 (a) Details of outstanding loan (s):			
	S. No.	Amount	Date	Course code
	9 (b) Reason for non-adjustment:			

Note: Loan for the course will be settled from Course Code as mentioned at s.no. 8 once we receive the course fee.

(Signature of Course Coordinator)

(Recommendation of the Coordinator, CEC)