KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION LTD.

II Floor, T.C. No:27/588 (7) & (8),
SENTINEL,Pattoor, Vanchiyoor P.O.
Thiruvananthapuram – 695 035
PH :0471-2577539/2577550

KSBCDC

CITIZENS' CHARTER
2005

The Services provided by the Kerala State Backward Classes Development Corporation Ltd. for the information of general public

FOREWORD

This Citizens' Charter contains the various time bound Services delivery, fees for specific application forms, grievance redress mechanism and its effort to provide more responsive and citizen friendly solutions and about the officers in charge of Services delivery. This Corporation ensures services to citizens living under the service area of its 14 district offices in Kerala. This document is based on the guidelines given in the Government Order No. (MS/30/99/P&ARD) dated 21/12/1999.

This Citizens' Charter will be amended and published from time to time on the basis of new trends in services and new guidelines issued by the Government. This will be made available in all District Offices for the information of public.

For Board of Directors

Sd/-
Managing Director

DECLARATION

All employees of Kerala State Backward Classes Development Corporation Ltd. hereby pledge to provide deserving services to its beneficiaries and protect their rights in a friendly, transparent and time bound manner.

1. INTRODUCTION

The Kerala State Backward Classes Development Corporation Ltd. (KSBCDC) is a company fully owned by the Government of Kerala, registered under the Companies Act 1956 (1 of 1956) on 28/02/1995 with the Registered Office at Thiruvananthapuram. The paid up share capital of the company is 41.76 crores against the authorized share capital of Rs.50 crores. The National Backward Classes Finance & Development Corporation has selected the KSBCDC as the best performing State Channelising Agency in India, for the years 2001-2002 and 2002-03.

The Corporation has sufficient infrastructure for the implementation of various schemes for the welfare of backward classes and minorities. The Corporation has offices in all the 14 Districts of the state with the Head Quarters at Thiruvananthapuram.

Mission

"Freedom from Poverty and Backwardness"

Objectives

The major objectives of the Corporation are:

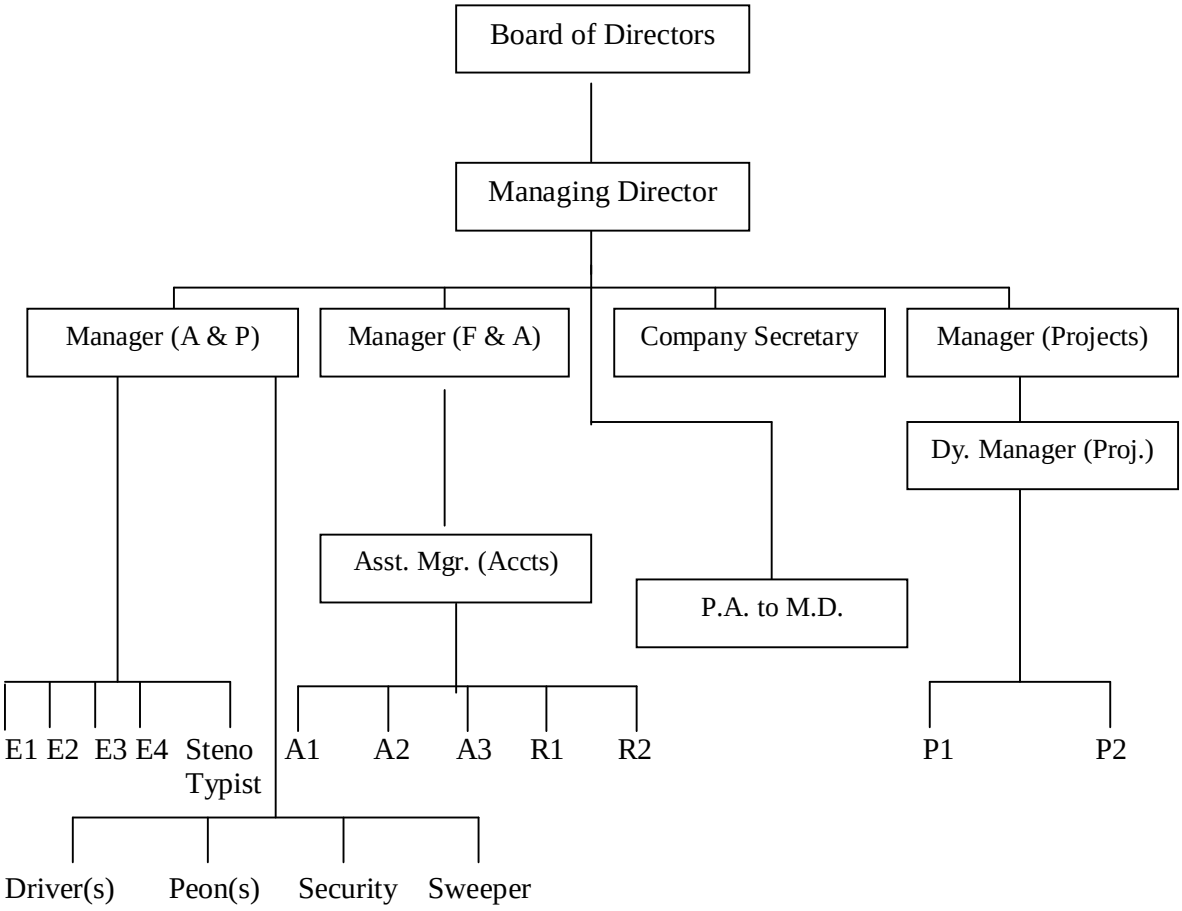
1. To promote the comprehensive development of the Other Backward Classes and Minorities of Kerala by rendering assistance by way of loans and advances for establishing small enterprises in various sectors like agricultural & allied, small business, service, transport, artisans & handicrafts etc.

2. To promote schemes, establish institutions for the socio-economic and educational uplift of the members of Other Backward Classes of Kerala State.

3. Assist Other Backward Classes and Minorities for the upgradation of technical and entrepreneurial skills for efficient management.

2) ADMINISTRATIVE SET UP

Head Office :IIFloor,T.C.No:27/588(7)&(8),SENTINEL,
Pattoor,VanchiyoorP.O.
Thiruvananthapuram – 695 035



A1 – A3 - Finance & Accounts

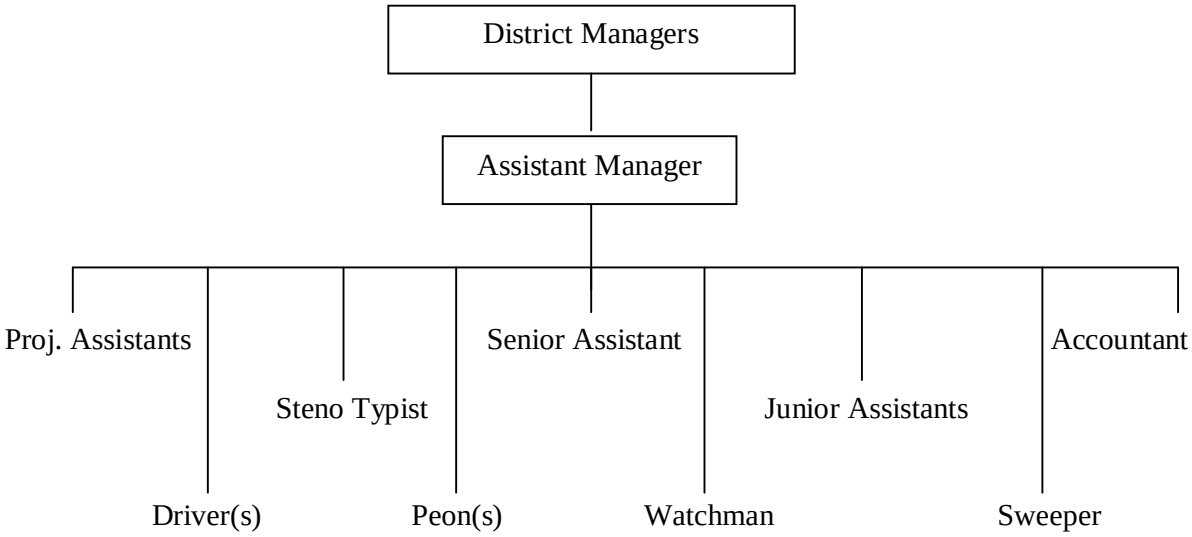
E1 – E4 - Establishment & Administration

P1 – P2 - Projects

R1 – R2 - Recovery

(Each section alongwith the name of the incumbent to be approached for specific purpose has been displayed at the notice board placed in front of the offices.)

District Offices



3. AREA OF OPERATION

The area of operation of KSBCDC is the entire state of Kerala.

4. ADDRESS,PHONE NO.,EMAIL DETAILS OF HEAD OFFICE AND DISTRICT OFFICES

Address	**Telephone/Email**
Head Office II Floor, T.C. No:27/588 (7) & (8), SENTINEL,Pattoor, Vanchiyoor P.O. Thiruvananthapuram – 695 035	Tel : 0471-2577539 Email : ksbcdc@gmail.com Web : www.ksbcdc.com
Thiruvananthapuram TC 5/1700, Kelachandra, Nr.Sreekrishna Swami Temple Ambalamukku, Kowdiar P.O., Thiruvananthapuram – 14	Tel : 0471-2434649 Email : tvmbcdc@yahoo.co.in
Kollam SNDP Union Bldg, Opp. S.N.Womens College,Kollam	Tel : 0474-2766276 Email : bcdcklm@sify.com
Pathanamthitta Alumoottil Plaza, Near Collectorate Pathanamthitta	Tel : 0468-2226111 Email : bcdcpta@gmail.com

Alappuzha
Soumya Complex, Vellakkinar Jn.,
Civil Station Ward Head Post Office,
Alappuzha-11

Tel : 0477-2254121
Email : bcdcalp@bsnl.in

Kottayam
Bldg. No.11/696, Erayil Kadavu
Kottayam

Tel : 0481-2303925
Email – ksbcdcktm@bsnl.in

Idukki
Vyapara Bhavan, Idukki Colony P.O.
Cheruthoni, Idukki

Tel : 0486-2235264
Email – bcdcidukki@yahool.com

Ernakulam
Paramara Shopping Complex
Ernakulam North – 18

Tel : 0484 –2394005
Email : bcdcekm@gmail.com

Thrissur
Near Town Hall,
Palace Road, Chembukavu,
Thrissur–20.

Tel : 0487-2321776
Email – bcdctsr@gmail.com

Palakkad
Ninan's Complex, Mettuppalayam St.
Palakkad

Tel : 0491-2545167
Email – bcdcpkd@sancharnet.in

Malappuram
J&K Building, Munduparamba
Malappuram – 8

Tel – 0483-2734114
Email – bcdcmalappuram@yahoo.com

Kozhikode
2/1037, First Floor,
Maithri Building, P.M.Kutti Road,
Nadakkavu, Kozhikode

Tel : 0495-2761910
Email – ksbcdckkd@bsnl.in

Wayanad
Nr. PBM Hospital, Meenangadi
Wayanad

Tel : 0493-6246309
Email – bcdcwyd@sancharnet.in

Kannur
T.K.1/408J, Padannapalam Road
Kannur

Tel : 0497-2706196
Email – bcdcknrl@bsnl.in

Kasaragod
High Lane Plaza
Bldg.No.KNC XI/346
A 17, Anabagilu, MG Road, Kasaragod

Tel : 04994-227060
Email – bcdckg@bsnl.in

5. OFFICE TIMINGS

The offices shall remain opened from 10 a.m. to 5 p.m. with a lunch break from 1 p.m. to 1.45 p.m. on all working days. However, public dealings and transactions including cash remittance (loan repayment) is restricted to 3 p.m.

6. TARGET GROUPS

Below Double poverty line members of the other Backward Classes and Minority Communities constitute the target group. Persons whose annual family income should be below Rs.40,000/- in rural areas and Rs.55,000/- in urban areas are considered as below double poverty line.

A. List of Other Backward Classes

I. Through out the State

01) Agasa
02) Ambalakkaran
03) Anglo Indian
04) Are Maratti
05) Arya
06) Bandari
07) Billava
08) Chakkalan
09) Chavalakkaran
10) Chetti (24 Manai Chetti, Thelungu Chetti, 24 Manai Thelungu Chetti, Attingal Chetti, Eloor Chetti, Eraniyal Chetti, Kalavara Chetti, Kottar Chetti, Parakka Chetti, Peroorkada Chetti, Puthukkada Chetti, Sadu Chetti, Sri Pandara Chetty, Udayamkulangara Chetti, Wayanadan Chetti)
11) Devadiga
12) Devanga
13) Dheevara (Arayan, Arayavathy, Bovi-mukayar, Mukaveeran, Mukaya, Mukkuvan, Nulayan, Paniyakkal, Valan, Valingiyar)
14) Ezhava and Thiyya
15) Ezhavathy
16) Ezhuthachan
17) Ganika
18) Gati
19) Gawda
20) Hegde
21) Izhuvan(Illuvan, Ezhuvan)
22) Jogy
23) Kaduppattan
24) Kaikolan
25) Kolasi(kalassipanicker)
26) Kalarikuruppu(Kalaripanicker)
27) Viswakarma including Asari, Chapthegra, Kallasari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kollan, Kitaran, Malayalakammala, Moosari,

Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkuruppu, Villasan, Viswabrahmanan(r), Viswakarmmala)

28) Kannadians
29) Kanisu or Kaniyar Panicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamman
30) Kavuthian
31) Kavudiyaru
32) Koteyar
33) Krishnan Vaka
34) Kerala mudalis
35) Kudumbis
36) Kusavan (Kulala, Kulala Nair, Andhra Nair or Anthuru Nair)
37) Kumbarans
38) Latheen Catholic
39) Madivalas
40) Mappila
41) Maravans
42) Maruthuvar
43) Muslim
44) Nadars (Hindu Nadar and Nadar included in SIUC)
45) Naikkan
46) Odans
47) Scheduled Castes converted to Christianity
48) Pandithar
49) Panniyars
50) Pattariyar
51) Peruvannan (Varanavar)
52) Pulluvan
53) Rajapur
54) Chakravar, Sakravar (Kavathi)
55) Sourashtras
56) Saliyas
57) Senaythalavan (Elavaniar)
58) SIUC (Excluding Nadar specified to item 44)
59) Thachar
60) Tholkollans
61) Thottan
62) Vaduvans, Vadugans, Vadukars and Vaduka (Vadukans)
63) Velaans (Velaan, Velaar)
64) Vanian (Vanika, Vanika Vysya, Vanibhachetty, Vaniyachetty, Ayiravar, Nagarathar and Vaniyan)
65) Vaniar
66) Vekkalinga
67) Veerasaivas (Yogi,Yogeeswaran)
68) Veluthedathu Nayar (Veluthedan, Vannathan)
69) Velakkithala Nayar (Velakkithalavan)
70) Yadavas (Kolaya, Ayar, Mayar, Maniyani and Eruman)

II. In Malabar District

01) Boyan
02) Ganjan Reddis
03) Visanavan

III. Throughout the State except Malabar District

01) Kammara
02) Malayan
03) Malayekandi
04) Raddiyars

IV. Through out the state Except Kasargod Thaluk of Malabar District

01) Marati

Note : Malabar District means, the district mentioned as Malabar in the State Reorganisation Act -1956, Sect 5 – Sub section (2).

B. List of Minority Communities of the State

01) Buddha
02) Muslim
03) Parsi
04) Sikh
05) Christian

7. DETAILS REGARDING THE SCHEMES/PROGRAMMES IMPLEMENTED BY THE CORPORATION.

a) Schemes for Other Backward classes under Own Fund Scheme.

a(i) *Foreign Employment Scheme*

General Eligibility Criteria

1. Applicant should belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant must be below Rs.70000/-
3. Age of the applicant must be between 18 and 55

Maximum loan

Rs.30,000/- (Rupees thirty thousand only) per beneficiary.

Rate of interest and repayment

Rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 36 months in equated monthly instalments.

a(ii) ***Marriage Assistance Scheme***

General Eligibility Criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant family must be below Rs.70,000/-
3. Age of the girl child should be 18 or above.
4. If the applicant is the parent his/her age should be less than 65 years.
5. Brother or sister of the girl child whose name is included in the same ration card is also eligible to apply.

Maximum loan amount

Rs.30,000/- (Rupees thirty thousand only) per beneficiary.

Rate of interest and repayment

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

a(iii) ***Computer Loan for Students***

General Eligibility criteria

1. Applicant must be either the student or the parent
2. Applicant must belong to any one of the notified Other Backward Classes of the state.
3. If the applicant is the student, his/her age should be 18 or above
4. If the applicant is the parent, his/her age should be below 65 years
5. Annual family income of the applicant family must be below Rs.3,00,000/-

Maximum loan amount

Rs.50,000/- (Rupees fifty thousand only) per beneficiary.

Rate of interest and repayment

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

a(iv) ***Loan to purchase Two wheeler for the employees of Government, Public and Private sector***

General Eligibility criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant must be below Rs.3,00,000/-
3. Age of the applicant should be between 18 and 50 years.

Maximum loan amount

Rs.50,000/- (Rupees fifty thousand only) per beneficiary

Rate of interest and repayment

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

a(v) ***Consumer Durable Loans:***

General Eligibility criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.

2. Annual family income of the applicant family must be below Rs.3,00,000/-.

3. Age of the applicant should be between 18 and 50 years.

Maximum loan amount

Rs.50,000/- (Rupees fifty thousand only) or 95% of the cost of the consumer durables whichever is less and limited to the amount requested by the beneficiary.

Rate of interest and repayment

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

a(vi) ***Swastha Griha (House Maintenance) Loans For Employees:***

General eligibility criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant family must be below Rs.3,00,000/-.
3. Age of the applicant should be between 18 and 50 years.

Maximum loan amount

Rs.50,000/- (Rupees fifty thousand only) per beneficiary.

Rate of interest and repayment

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments.

a(vii) ***Institute/Franchise Development Loans To Reputed Organizations:***

General Eligibility criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant family must be below Rs.3,00,000/-.
3. Age of the applicant should be between 18 and 55 years.

Maximum loan amount

Rs.2,50,000/- (Rupees Two lakh fifty thousand only) per beneficiary subject to 50% of the project cost.

Rate of interest and repayment:

The rate of interest is 8.5%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

a(viii) ***Self Employment Loans***

General Eligibility Criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant must be below Rs.55000/- in urban areas and Rs.40000/- in rural areas.
3. Age of the applicant must be between 18 and 55.

Maximum loan amount

Rs.50,000/- (Rupees fifty thousand only) per beneficiary.

Rate of interest and repayment:

The interest rate is 6% per annum. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments. The minimum period that can be allowed for repayment is 36 months.

a(ix) ***Foreign Education Loans:***

General Eligibility criteria

1. Loan shall be granted to members of Other Backward Classes, as notified by State Government from time to time.
2. Annual family income of the applicant family must be below Rs.3,00,000/-.
3. Applicant should have obtained admission for any full-time Post Graduate Professional/Technical courses

Maximum Loan amount :

The maximum loan amount available under the scheme is 90% of the expenditure of the course subject to maximum loan limit of Rs.10,00,000/-. Disbursement of the loan will be on the basis of the statement of expenditure by the head of the Institution.

Rate of interest and repayment:

Up to Rs.5,00,000/-	- 6%
Above Rs.5,00,000/-	- 8.5%

The beneficiary should repay the loan in equated monthly instalments over a period of 5 to 9 years. The repayment shall start 3 months from the date of employment or 6 months from the date of completion of course whichever is earlier.

a(x) ***Micro Finance Scheme***

Objective

The objective of the scheme is to cater the Micro Finance needs of small entrepreneurs belonging to the backward classes. Loans up to Rs.25,000/- only per beneficiary is given under Micro Finance. The scheme is generally implemented through NGO-SHG channel.

Salient Feature of the Scheme :

1. Maximum loan limit per beneficiary - Rs.25,000/-

2. Maximum repayment period - 18 months

3. Maximum number of persons in SHG - 20

4. Individual entrepreneurs requiring loans upto Rs.25,000/- may also be covered under Micro Finance Scheme by SCAs.

Implementation:

The scheme is to be implemented through NGOs in rural and urban areas by way of financing the beneficiaries through Self Help Group (SHGs) preferably in the areas remained uncovered so far under any of such schemes.

Eligibility of the beneficiary

Loan should be given only for income generating activity to the members of Other Backward Classes as notified by Central/State Government and are living below double the poverty line ie. Annual family income of the beneficiary should be less than Rs.40000/- in rural area and Rs.55000/- in urban areas.

Pattern of Finance

1. NBCFDC Loan through KSBCDC - 90%

2. Beneficiary /NGO contribution - 10%

Rate of Interest

1. From KSBCDC to NGO - 3% p.a.

2. From NGO to SHG - 5% p.a.

Enlistment of NGOs

The NGOs desirous of implementing the schemes should be:

1. Registered Organization and have completed at least three years after valid registration.
2. NGOs should have strong self help groups i.e. at least one year old.
3. NGOs, who already possess experience of channelising Micro Credit and also have good rate of recovery can only apply.
4. It should have a proper system of maintaining accounts and accounts should be audited.

a (xi) *Other Welfare Activities/Programmes*

1. Scholarship for best students.

A Merit Scholarship Scheme for the benefit of students of Professional Courses hailing from the Backward Classes had been implemented. Three scholarships each for students of MBBS, Ayurveda, Homoeo, Engineering and B.Sc. Nursing will be given yearly. Quantum is Rs.10000/- per year, per selected student.

Eligibility : Scholarship will be awarded on the basis of qualifications in the Entrance Examination and Income criteria.

2. Project Linked Training Programme.

The scheme aims for imparting project linked training to beneficiaries for enabling them to carry on their projects successfully.

3. Exhibition cum Trade Fairs

Corporation has been organizing Exhibitions Cum Trade Fairs or participating in fairs for supporting our beneficiaries in marketing and popularizing their products.

4. Vocational Training programmes

Over the years, Vocational Training programmes in various fields have been held to benefit eligible members of the Other Backward Classes.

b) Schemes for Other Backward Classes under NBCFDC Scheme

b(i) *Self-employment loan*

General Eligibility criteria

1. Applicant must belong to any one of the notified Other Backward Classes of the state.
2. Annual family income of the applicant must be below Rs.55,000/- in urban areas and Rs.40,000/- in rural areas.
3. Age of the applicant must be between 18 and 55.

Maximum loan amount

Upto Rs.50,000 (under normal conditions)

Above Rs.50,000 and up to Rs.5,00,000/- per beneficiary (subjected to availability of funds and approval from NBCFDC)

Rate of interest and repayment

The rate of interest is 6%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

b(ii) ***New Swarnima Scheme For Women***

General Eligibility Criteria

1. Loan shall be extended to the women of Other Backward Classes as notified by State Governments from time to time.
2. Women belonging to Other Backward Classes living below the poverty line are eligible to get loan under this scheme (whose annual family income is below **Rs.20,000** in rural areas and **Rs.27500** in urban areas.

3. Age of the applicant must be between 18 and 50.

4. Preference should be given to widows, deserted and handicapped women. If selection is required, then annual family income of the applicant should be taken as major criteria.

Maximum loan amount

Rs.50,000/- per beneficiary

Rate of interest and repayment

The rate of interest is 4%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

b(iii) ***Education Loan Scheme***

General Eligibility criteria

1) Loan shall be granted to members of Other Backward Classes, as notified by State Government from time to time.
2) Annual family income of the applicant must be below Rs.55000/- in urban areas and Rs.40000/- in rural areas.
3) Applicant should have obtained admission for any full-time/ specified part time Professional Courses
4) Priority will be given to women, physically impaired and dependent of war widows.

Courses Covered

i) MBA or equivalent (approved by AICTE)
ii) MCA (Master of Computer Application) or equivalent programme (approved by AICTE)
iii) Graduate and Post Graduate programme in Engineering conducted by IIT/other institutions (approved by AICTE)

iv) Graduate and Post Graduate programme in Medicine (including Ayurvedic, Homoeopathic, Unani) conducted by college recognized by Medical Council of India or any other concerned authority.

v) Diploma in Hospitality Management Courses by National Council of Hotel Management.

Maximum Loan Limit

Rs.30000/- per year. The maximum loan amount per course is limited to Rs.1,50,000/- for a period of 5 years. 2nd and subsequent instalments will be released only after producing certificate from the principal of the institution regarding the satisfactory performance of the students.

Rate of interest and repayment

The rate of interest is 4%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

The beneficiary should repay the loan in equated monthly instalments over a period of 5 years. The repayments will start after 3 months on employment of the student or on completion of 6 months after the final examination which ever is earlier. In the event of non-disbursement of the loan due to the poor performance of the student in the examinations, the Corporation reserves the right to fix a repayment schedule as it deems fit for the recovery of the loan amount.

b(iv) *Micro Finance Scheme*

Objective

The objective of the scheme is to cater the Micro Finance needs of small entrepreneurs belonging to the backward classes. Loans up to Rs.Twenty five thousand only per beneficiary is given under Micro Finance. It is desirable to disburse loans through Self-Help Groups (SHG).

Salient Feature of the Scheme :

1. Maximum loan limit per beneficiary - Rs.25, 000/-
2. Maximum repayment period - 21 months
3. Maximum number of persons in SHG - 20
4. Individual entrepreneurs requiring loans upto Rs.25,000/- may also be covered under Micro Finance Scheme by SCAs.

Implementation:

The scheme is to be implemented through NGOs in rural and urban areas by way of financing the beneficiaries through Self Help Group (SHGs) preferably in the areas remained uncovered so far under any of such schemes.

Eligibility of the beneficiary

Loan should be given only for income generating activity to the members of Other Backward Classes as notified by Central/State Government and are living below double the poverty line ie. Annual family income of the beneficiary should be less than Rs.40,000/- in rural area and Rs.55,000/- in urban areas.

Pattern of Finance

1. NBCFDC Loan through KSBCDC - 95%
2. Beneficiary /NGO contribution - 05%

Rate of Interest

1. From KSBCDC to NGO - 3%
2. From NGO - 5%

Gestation period - 3 months

Eligibility of NGOs

The NGOs desirous of implementing the schemes should be:

1. Registered Organization and have completed at least three years after valid registration.
2. NGOs should have strong self help groups i.e. at least one year old.
3. NGOs, who already possess experience of channelising Micro Credit and also have good rate of recovery can only apply.
4. It should have a proper system of maintaining accounts and accounts should be audited.

b(iv) ***Swayam Saksham***

Eligibility

1) The youth should belong to Backward Classes as notified by Central/State Government from time to time.
2) Should have obtained a professional education/training.
3) Unemployed youth having annual family income below double the poverty line.
4) Age limit – 18 years to 35 years.

Maximum Limit of Loan

The maximum loan limit is Rs.5 lakh.

Rate of Interest

SCA to Beneficiary : 5% p.a.

Repayment Period

Depends upon the nature of the scheme, however, maximum repayment period is 10 years.

c) Schemes for Minorities under NMDFC assisted projects

c(i) *Self-employment loan up to a maximum of Rs. 5,00,000/-*

General Eligibility criteria

a. Applicant must belong to any one of the notified Minority communities of the state.
b. Annual family income of the applicant must be below Rs.55,000/- in urban areas and Rs.42,000/- in rural areas.
c. Age of the applicants must be between 18 and 55.

Maximum loan amount

Rs.50,000/- under normal conditions

Rs.5,00,000/- per beneficiary (subjected to approval and availability of funds from NMDFC.)

Rate of interest and repayment

The rate of interest is 6%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

c(ii) *Education Loan Scheme*

General Eligibility criteria

1) Loan shall be granted to members of Minority Communities, as notified by State Government from time to time.

2) Annual family income of the applicant must be below Rs.55000/- in urban areas and Rs.42000/- in rural areas.

3) Applicant should have obtained admission for any full-time/ specified part time Professional/Technical Courses.

4) Priority will be given to women, physically impaired and dependent of war widows.

Maximum Loan Limit

Rs.30000/- per year The maximum loan amount per course is limited to Rs.1,50,000/- for a period of 5 years. 2nd and subsequent instalments will be released only after producing certificate from the principal of the institution regarding the satisfactory performance of the students.

Rate of interest and repayment

The rate of interest is 3%. The entire loan amount shall be repaid to KSBCDC within a period of not exceeding 60 months in equated monthly instalments

The beneficiary should repay the loan in equated monthly instalments over a period of 5 years. The repayments will start after 3 months on employment of the student or on completion of 6 months after the final examination which ever is earlier. In the event of non-disbursement of the loan due to the poor performance of the student in the examinations, corporation reserves the right to fix a repayment schedule as it deems fit for the recovery of the loan amount.

c(iii) ***Micro Finance Scheme***

Objective

The objective of the scheme is to cater the Micro Finance needs of small entrepreneurs belonging to the Minority communities. Loans up to Rs.20,000/- only per beneficiary is given under Micro Finance. It is desirable to disburse loans through Self-Help Groups (SHG).

Salient Feature of the Scheme :

1. Maximum loan limit per beneficiary - Rs.20,000/-
2. Maximum repayment period - 21 months
3. Maximum number of persons in SHG - 20
4. Individual entrepreneurs requiring loans upto Rs.20,000/- may also be covered under Micro Finance Scheme by SCAs.

Implementation:

The scheme is to be implemented through NGOs in rural and urban areas by way of financing the beneficiaries either directly or through Self Help Group (SHGs) preferably in the areas remained uncovered so far under any of such schemes.

Eligibility of the beneficiary

Loan should be given only for income generating activity to the members of Other Backward Classes as notified by Central/State Government and are living below double the poverty line ie. Annual family income of the beneficiary should be less than Rs.39500/- in rural area and Rs.54500/- in urban areas.

Pattern of Finance

1. NMDFC Loan through KSBCDC - 90%
2. Beneficiary /NGO contribution - 10%

Rate of Interest

1. From KSBCDC to NGO - 2% p.a.
2. From NGO - 5% p.a.

   Gestation period - 3 months

Eligibility of NGOs

The NGOs desirous of implementing the schemes should be:

1. Registered Organization and have completed at least three years after valid registration.
2. NGOs should have strong self help groups i.e. at least one year old.
3. NGOs, who already possess experience of channelising Micro Credit and also have good rate of recovery can only apply.
4. It should have a proper system of maintaining accounts and accounts should be audited.
5. Other condition as mentioned in Micro Credit guidelines.

8) DOCUMENTS/SECURITY TO BE PRODUCED FOR OBTAINING FINANCIAL ASSISTANCE

a) For verification at the time of scrutiny

1. Ration card (for verifying the name and the details of loan availed from any other financial institutions).
2. Age certificate (school certificate or Election Identity card or any other valid identification card).
3. School Leaving Certificate as proof of caste/religion. If there is any doubt/dispute regarding the caste, a certificate from the Village Officer should be obtained.
4. Certificate to prove technical qualification/experience required, if any (for eg. Computer qualification, Type writing, Medical lab etc.).
5. No dues Certificate from other financial agencies if required.

(b) Security of the loan

The beneficiary must furnish necessary security either in the form of employee's surety or land surety for the loan in addition to the personal surety of the loanee.

i) Employee Surety

The eligibility requirements of the employee surety are given below.

1. The surety of Permanent/officiating employees working in Govt, Quasi-Govt., Public Sector, Autonomous Bodies, Govt owned companies, Apex Co-operative Institutions,

Service Co-operative Banks, Aided School/College Employees etc. could be accepted. The surety of the employees working in the primary co-operative societies (for eg. Primary coir co-op society, Primary milk co-op society etc) and Private sector should not be accepted.

2. In general, the surety should have at least repayment period plus one-year service left for retirement. Managers have the discretion to accept the salary certificate of employees who have less service for retirement subject to rescheduling of repayment period. The requirement of minimum service left for retirement is 36 months.

3. One employee should be allowed as surety to only one loanee. One employee standing surety to two or more loanee should not be entertained. But in the case of Two-Wheeler scheme, a loanee can be surety to another loanee.

4. The monthly net salary of the surety should be above 3 times of the EMI under the scheme

5. If the net salary of an employee is not adequate, more than one employee surety can be considered. For every additional loan of Rs.50000/-Corresponding number of surety is required.

6. In the case of sureties, who are working in any organization on deputation basis, a no objection certificate from his/her parent department is also to be produced.

7. The employees of the KSBCDC are not allowed to stand as surety to any loanee of the Corporation under any scheme. This clause is applicable to all the permanent and deputation staff.

8. The salary recovery certificate should be obtained in the prescribed format.(**Form 3A).**

9. If the surety himself is the drawing officer, then the next higher officer should counter sign the salary certificate.

10. If the surety is a gazetted officer, the surety himself can sign in the salary certificate. In such cases the name of the treasury and the Audit number of the Officer should be noted in the salary certificate and the next higher officer should attest the signature of the Officer.

11. The salary certificate of the sureties working in KSEB, KWA, and PWD should be signed by an officer not below the rank of Asst.Executive Engineer.

12. In the case of sureties working in the Aided Schools/Colleges, the salary certificate should be signed by the Headmaster / Principal of the concerned institutions.

13. The salary certificate should contain the name, designation and office seal of the issuing officer or next higher officer, if applicable.

14. The surety of employees working in certain Public Sector Undertakings/Autonomous bodies need not be accepted. The details of such institutions and addition/deletion will be communicated from the Head office from time to time.

ii) Land Surety

1. The value of the land properties should be equal to that of the loan amount.
2. If the land property value is below the loan amount sanctioned, loan amount will be limited to the land property value.
3. The following are the documents to be submitted for Land Security.
   a. Original Title Deed
   b. Prior Deed (if necessary)
   c. Valuation Certificate from the Tahsildar
   d. Latest Land Tax Receipt
   e. Non-attachment certificate from the Village Officer
   f. Location Certificate from the Village Officer
   g. Possession Certificate from the Village Officer
   h. Encumbrance Certificate (for the last 13 years) issued by the Sub Registrar
   i. If the landed property is not in the name of the beneficiary, an agreement from the owner of the land should be produced in a stamp paper worth Rs. 100/-.
   j. Form 4F

9) TIME LIMIT FOR VARIOUS SERVICES

a) Application forms

Application forms will be available from respective District offices during office hours (10 a.m. to 3 p.m.) on demand and on payment of Rs.10/- towards cost.

b) Details of application forms and other forms

1A - Self Employment loan
1B - Own Fund loan scheme
1C - Education loan scheme
2A - Verification form
3A - Employment and Salary Certificate
3B - Letter of confirmation
4A - Loan agreement – self employment scheme
4B - Loan agreement – Foreign employment and Marriage scheme
4C - Guarantee agreement
4D - Pronote
4E - Letter of continuity
4F - Covering letter – equitable mortgage
4G - Report of the Legal advisor – scrutiny of title deed
4H - Letter to Village Officer regarding entry in TP Register
5A - Check list
6A - Blank (Deleted)
7A - Loan disbursement proceedings of DM
N1 - Notice to be issued alongwith the application for Self Employment Scheme
N2 - Notice to be issued alongwith the application for Own Scheme.

c) Interview for sanctioning the loan

Interview shall be conducted within 7 days on submission of duly filled up application with the required certificates and documents.

d) Cheque issue after completion of all formalities

Normally cheque will be issued with in 10 working days from the date of agreement, subject to the availability of funds. In case delay is caused due to shortage of funds or high demand, a strict queue system will be followed. Along with the cheque, Passbook and a copy of the proceedings of the Unit Manager will be issued.

e) Loan closing

With in 3 working days from the date of request.

f) Duplicate pass book

On the same day of application on payment of Rs.25 as charges.

10) GRIEVANCE REDRESSAL

The complaints/suggestions regarding various aspects shall be addressed to the District Managers of the corresponding districts.

In case the complaint is not redressed to your satisfaction, you may contact the following.

Managing Director
Kerala State Backward Classes Development Corporation Ltd.
II Floor, T.C. No:27/588 (7) & (8), SENTINEL,
Pattoor, Vanchiyoor P.O.
Thiruvananthapuram – 695 035

Phone : 0471-2577541(D)
2577550
2577539/40
Mob : 9447767000

11) DUTIES AND RESPONSIBILITIES OF TARGET GROUP

1) Should not offer cash or kind or services availed from this office.
If any employees of this Corporation demands cash/kind you may report the same to Managing Director/Vigilance and Anticorruption Bureau.

2) All beneficiaries should make repayment of monthly instalments promptly and regularly.

3) Should make every effort to improve the services and goodwill of this Corporation.