

**MANAGEMENT LETTER**  
**(On Bank/Lending Institution's Letterhead)**

The Secretary  
Department of Financial Services  
Ministry of Finance  
Government of India  
New Delhi

**Letter no.:**

**Date:**

Dear Sir,

**SCHEME FOR GRANT OF EX-GRATIA PAYMENT OF DIFFERENCE BETWEEN COMPOUND INTEREST AND SIMPLE INTEREST FOR SIX MONTHS TO BORROWERS IN SPECIFIC LOAN ACCOUNTS (1.3.2020 TO 31.8.2020)**

With reference to the Scheme of grant of Ex-Gratia Payment of difference between compound interest and simple interest for six months to borrowers in specified loan accounts (1.3.2020 to 31.8.2020) as advised by Department of Financial Services (DFS), Ministry of Finance, Govt. of India vide their letter nos. F.No.1/12/2020-BOA.I dated 23.10.2020 and 29.10.2020, we submit our claim of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) towards the amount of ex-gratia interest paid to the eligible borrowers in specified loan accounts under the captioned scheme.

**2. We forward herewith the following documents towards our claim under the captioned scheme:**

**(a) Lending Institution Information (Annexure IV)**

**(b) Statement of Claim to be submitted by Lending Institution (Annexure V)**

*(Annexure IV and V above have been signed with seal by an officer of the Lending Institution who is not below the rank of ED/one level below its Board)*

**(c) Statutory Auditor's certificate**

**3. In this connection, we confirm that:**

- i) Only amount finally credited to the eligible borrowers is being claimed by us.
- ii) Contracted rate as specified in loan agreement/documentation have been taken as the basis of credit.
- iii) Weighted Average Lending rate (WALR) in respect of Credit Card dues calculation has been audited.

Yours faithfully,

( \_\_\_\_\_ )

**Signature:**

**Name:**

**Designation:**

**Contact no:**

**E-mail:**

***(To be signed with Seal by an officer of the Lending Institution who is not below the rank of ED/one level below its Board)***