(57)

बिहार राज्य सहकारी बैंक लि०

THE BIHAR STATE CO-OPERATIVE BANK LTD.

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कार्यालय आदेश

निदेशक मंडल की दिनांक 30.05.2026 को आयोजित बैठक के मद संख्या–14 के अंतर्गत Loan Against Property - LAP नीति में संशोधन संबंधी प्रस्ताव पर विचारोपरांत संशोधित नीति को अनुमोदित किया गया।

GL Code- 19029

निदेशक मंडल द्वारा अनुमोदित निर्णय के अनुपालन में बैंक की Loan Against Property - LAP नीति में संशोधन करते हुए इसे तत्काल प्रभाव से लागू किया जाता है। संशोधित नीति के अनुसार बैंक द्वारा अचल संपत्ति के बंधक के विरुद्ध व्यक्तिगत एवं व्यावसायिक आवश्यकताओं की पूर्ति हेतु सुरक्षित ऋण उपलब्ध कराया जाएगा। नीति में पात्र उधारकर्ताओं, आयु सीमा तथा उपयुक्त परिस्थितियों में सह-उधारकर्ता को सम्मिलित करने का प्रावधान किया गया है। ऋण के उद्देश्य, आय के मूल्यांकन, पुनर्भुगतान क्षमता, अधिकतम FOIR, न्यूनतम स्वीकार्य क्रेडिट स्कोर तथा Loan to Value (LTV) अनुपात के मानदंड निर्धारित किए गए हैं। साथ ही ऋण की न्यूनतम एवं अधिकतम सीमा, पुनर्भुगतान अवधि तथा ऋण स्वीकृति हेतु आवश्यक पात्रता शर्तों को स्पष्ट किया गया है।

- पात्र उधारकर्ताओं, आयु सीमा तथा सह-उधारकर्ता से संबंधित प्रावधानों में संशोधन।
- ऋण के उद्देश्य, आय मूल्यांकन एवं पुनर्भुगतान क्षमता के मानकों का निर्धारण।
- FOIR एवं क्रेडिट स्कोर संबंधी पात्रता मानदंड निर्धारित किए गए हैं।
- ऋण-से-मूल्य (LTV) अनुपात, ऋण सीमा एवं अधिकतम अवधि का पुनर्निर्धारण।
- बंधक रखी जाने वाली संपत्ति की पात्रता एवं स्वीकार्यता के मानदंड स्पष्ट किए गए हैं तथा खुले भू-खण्ड (Open Plot) पर ऋण की अनुमति नहीं होगी।
- विधिक एवं तकनीकी परीक्षण (Legal & Technical Due Diligence) अनिवार्य किया गया है।
- प्रत्येक प्रस्ताव हेतु आंतरिक जोखिम मूल्यांकन (Internal Risk Rating) अनिवार्य होगा।
- प्रसंस्करण शुल्क, विधिक/तकनीकी शुल्क एवं अन्य प्रभार निर्धारित किए गए हैं।
- संपत्ति बीमा, आवश्यक दस्तावेज, बंधक सृजन एवं अभिरक्षा संबंधी प्रावधान निर्धारित किए गए हैं।
- विचलन (Deviation), निगरानी, वसूली, अनुपालन, गारंटर, परिसंपत्ति वर्गीकरण, ब्याज दर, दंडात्मक प्रभार एवं CIC रिपोर्टिंग संबंधी प्रावधानों को अद्यतन किया गया है।

यह कार्यालय आदेश तत्काल प्रभाव से लागू होगा।

विश्वासभाजन

ह/-
मनोज कुमार सिंह
(प्रबंध निदेशक)

दिनांक:

प्रतिलिपि:

1. **सभी उपमहाप्रबंधक, बिहार राज्य सहकारी बैंक लि० को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।**
2. **सभी शाखा प्रबंधक, बिहार राज्य सहकारी बैंक लि० को सूचनार्थ एवं आवश्यक कार्रवाई हेतु।**

1/7 30/6/2026
(प्रबंध निदेशक)

LOAN AGAINST PROPERTY (LAP) POLICY

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1. Objective
To provide secured loans against mortgage of immovable property for personal/business purposes while ensuring prudent risk management, regulatory compliance, and asset quality.

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2. Eligibility
2.1 Borrowers

- Salaried individuals
- Self-employed professionals/business persons
- Proprietorship / Partnership / Companies (case-specific)

2.2 Age Criteria

- Minimum: 21 years
- Maximum at loan maturity:
    - Salaried: Retirement age (max 60 years)
    - Self-employed/Businessman: max 60 years

"The maximum age at loan maturity may be relaxed in cases where a co-borrower with adequate repayment capacity is added, subject to joint and several liability and compliance with the Bank's credit norms."

⍰ The co-borrower shall be:

- A **close family member** (spouse, son, daughter, or legally acceptable relation), and
- Financially sound with **independent and verifiable income**

⍰ The co-borrower shall be made:

- **Joint borrower**, and
- **Co-obligant**, with **joint and several liability** for repayment of the loan

⍰ The repayment capacity shall be assessed:

- Based on **combined income**, and
- Ensuring that the **EMI remains within permissible FOIR limits**

⍰ The loan tenure may extend beyond the retirement age of the primary borrower:

- Provided that the co-borrower's age at loan maturity is within permissible limits

⍰ Suitable safeguards shall be ensured, including:

- Proper documentation

3. Purpose of Loan

- Personal Needs
- Business expansion
- Working capital
- Education / medical / personal needs
- Balance transfer (case-specific)
- Other Valid Requirement

⚠️ ***Restriction:***

- *No speculative / illegal / prohibited activities*

4. Income Assessment & Repayment Capacity

- Income of spouse/parents/children may be considered **only if they are co-borrowers.**
- Verified through:
    - ITR (last 2–3 years)

- Salary slips / bank statements
- GST / financials (for business)

5. FOIR (Fixed Obligation to Income Ratio)

- Salaried: **Max 60%**
- Self-employed: **Max 50%**

👉 Relaxation only with written recommendation of concerning Branch Manager and **higher authority approval and justification**

6. Credit Score (CIBIL) Norms

- ≥ 725 → Preferred
- 700–724 → Acceptable
- 650–699 → Allowed with justification
- < 650 → Not permitted (except approved deviation)

7. Loan to Value (LTV) Ratio

Residential Property

- Up to ₹35 lakh → Max 70%

Commercial Property

- Max 60%

8. Loan Amount & Tenure

- Minimum: Rs. 2 Lakhs
- Maximum: Rs. 35 Lakhs

Tenure

- Personal purpose/ Business purpose → Up to 10 years

👉 Subject to repayment capacity and age criteria

9. Security / Collateral

- Mortgage of **clear, marketable, and non-encumbered immovable property**

Property Criteria

- Freehold / Leasehold (with clear rights)
- Clear title with **minimum 15 years chain**
- No agricultural land (unless converted to NA)
- Gram Panchayat/Lal Dora: Allowed with strict due diligence

Loan Under this scheme shall not be made available on Mortgage of an Open Plot.
An Open Plot shall include:

- *Land with no building / structure / superstructure*
- *Land where only temporary structures (tin shed, boundary wall, fencing, etc.) exist*

The following shall not be treated as acceptable open plots:

1. *Agricultural land (unless converted to Non-Agricultural – NA use)*
2. *Disputed land / unclear title land*
3. *Land without:*
    - *Proper approach road*
    - *Clear demarcation*

4. *Land in unauthorized layouts / illegal colonies*
5. *Land falling under:*
    - *Government acquisition*
    - *Litigation / encumbrance*

10. Legal & Technical Due Diligence

- Legal opinion from empanelled advocate
- Technical valuation from empanelled valuer

11. Internal Risk Rating System

All proposals to be rated internally, Borrower must obtain Internal Credit score equal to or more than 55 as per attached Rating sheet.

12. Charges & Fees

- Processing Fee: 0.50% of loan (Maximum Up to Rs. 10,000 + GST) borne by borrower
- Legal & Valuation Charges: Actual basis borne by borrower
- Credit Score Charge: Rs. 250+ GST borne by borrower
- Documentation Charges: Rs. 118 As applicable borne by borrower

13. Insurance

- Mandatory:
    - Property insurance (fire & natural calamity)
- Recommended:
    - Borrower life insurance

👉 Policy assigned to bank

14. Documentation

- KYC (PAN, Aadhaar mandatory)
- Income proof
- Property documents
- Loan agreement
- Mortgage deed
- DP Note
- Other Documents

15. Mortgage & Security Creation

- Equitable / Registered Mortgage
- Proper execution and safe custody of original documents
- Separate storage in **safe vault (Loan-wise/Folio-wise)**

16. End Use Monitoring

- Verification of fund utilization
- Invoice / bill validation
- Bank account monitoring
- Field inspection (if required)

17. SARFAESI & Legal Enforceability

- Loan secured under **SARFAESI Act**
- Bank reserves right to enforce security without court intervention in case of default

18. Delegation of Powers

As per Sanctioning Structure of Bank.

19. Deviation Policy

- Any deviation must be:
    - Properly justified
    - Approved by competent authority
    - Documented in sanction note

20. Recovery & Monitoring

- Regular account monitoring
- Early warning signals tracking
- Timely recovery action
- NPA management as per RBI norms

21. Compliance

- Full KYC / AML / CFT compliance
- Adherence to RBI / NABARD guidelines

22. Guarantor

Asset and Liability statement to be taken from borrower.

02 Guarantor should be for loan who can either be-

- Close relative
- should have local address proof.
- Existing Customer of bank with 02 years of banking service with our bank.

23. Asset Categorization

As Per Bank's IRAC Policy and RBI Direction

24. ROI and Penal Charge

- **Presently 10% PA.**
  ROI- The Rate of interest is subject to revision from time to time.
- **Penal Charge**
  If there is default in paying the installments as agreed upon for a period of 01 month, Then Penal charge should be recovered @2% (Over and above the applicable interest rate) on the overdue amount for the period of default, for any reason)

25. Reporting

The Bank Shall have the authority to disclose/share borrower's credit information with CIC companies formed under the Credit Information Companies under RBI Regulation, 2005, as the loan given to borrower, the nature of securities given by borrower and the guarantees furnished by borrower.

LOAN AGAINST PROPERTY (LAP) – DOCUMENT CHECKLIST			
KYC DOCUMENTS			
Sr No.	Particulars	Y/N	Page No.
1	Aadhaar Card		
2	PAN Card (Mandatory)		
3	Passport / Voter ID / Driving License		
4	Address Proof		
5	CKYC Number		
PERSONAL DETAILS			
Sr No.	Particulars	Y/N	Page No.
1	Photographs		
2	DOB Proof		
INCOME – SALARIED			
Sr No.	Particulars	Y/N	Page No.
1	Salary Slips (3 months)		
2	Form 16 / ITR		
3	Bank Statement		
4	Employment Proof		
INCOME – SELF EMPLOYED/BUSINESSMAN			
Sr No.	Particulars	Y/N	Page No.
1	ITR (2-3 years)		
2	Financials		
3	GST Returns		
4	Business Proof		
5	Bank Statement		
PROPERTY DOCUMENTS			
Sr No.	Particulars	Y/N	Page No.
1	Title Deed		
2	Chain of Title		
3	Tax Receipt		
4	Encumbrance Certificate		
5	CERSAI Search Report		
DECLARATIONS (Borrowers)			
Sr No.	Particulars	Y/N	Page No.
1	Application Form		
2	KYC Declaration		
3	CIC Score/Report		
4	Asset Liability Statement		
DECLARATIONS (Guarantor/Guarantors)			
1	Aadhaar Card		
2	PAN Card (Mandatory)		
3	Passport / Voter ID / Driving License		
4	CIC Score/Report		
5	Address Proof		
6	Asset Liability Statement		
Other Documents			
Sr No.	Particulars	Y/N	Page No.
1	Pre-Sanction Visit		
2	Valuation Report		
3	Legal Opinion		
4	CMA Calculation		