

NAME OF SHG:

ADDRESS OF THE SHG: _____ **Landmark** _____

SN	PARTICULARS	OBSERVATION	REMARKS
1	Group Photo	Containing all the members of the SHG – Faces are clear and legible	
2	Resolution	a) 1 st Resolution of formation of SHG b) Resolution on change of SHG members, if any c) Resolution to avail loan from WBMD&FC	
3	Savings Pass Book	a) Passbook copy of page having Name & Address of the SHG b) Name spelling must be same as in SB a/c, Application form c) SB account having no transaction limits	
4	Application Form	a) Particulars have been furnished in the form in MF-04 b) Details of Members and their addresses are correct c) Authorised signatories signed with seal in pages 6 and 8	
5	Inter- Se Agreement	a) Dates etc have been filled in pages 9 & 11 in MF-08 b) Details of members, age & address in page 9 & 10 c) All members have signed in pages 11 & 12 in MF-08	
6	Articles of Agreement	Authorised signatories signed with seal in page 14 in MF-06	
7	Money Receipt	Authorised signatories signed with seal & Revenue stamp Re.1/-	
8	NACH Mandate	Authorised signatories signed with seal	
9	Voter-ID card	Self-attested voter-id card of all the members	
10	Aadhar Card	Self-attested Aadhar card of members	
11	M R	Photocopies of MR towards repayment of existing loan, if applicable	

SN	PARTICULARS	OBSERVATIONS
12	SHG Category	
13	Date of Formation of SHG	
14	Amount of Savings of SHG	
15	Recovery amount of Thrift Fund Loan	
16	Minority members	

SN	PARTICULARS	OBSERVATIONS
17	Grading of the SHG	
18	Grade percentage of the SHG	
19	Amount of TF Loan to members	
20	Percentage of Recovery of Thrift Fund loan	
21	Total Members in the SHG	

I have visited the above SHG, verified all the Registers and confirm the members appeared in the Group photograph.

Recommendation for Loan of Rs.

Comments:

Signature of Field Supervisor, WBMDFC

Place:

Date:

Comments/Observations & Recommendation for Loan of Rs.

Signature of District Co-ordinator WBMDFC

For the use of District Office

Application Serial No. for Financial Year	Comments/Observations ↓	
		Signature of DOMA/OC (Minority) & SEAL

For Head Office

Checked & Processed	Recommended	RECOMMENDED	SANCTIONED
Dealing Assistant	Manager (MF)	General Manager	Managing Director