

The Secretary,
Government Employees (Urban)
Co-operative Thrift & Credit Society Ltd.
159,160 & 161, First Floor, Cycle Market, Opposite Videocon Tower,
Jhandewalan Extension, New Delhi-110055.

A/c No. _____

Subject: **Resignation from membership of Society**

Sir,

I, (Name in Block letter) _____ have retired from service/I am no longer interested to continue further as member of the society, and hereby tender my resignation from its membership. I herewith surrender my Share Certificate (s) No _____ for _____ Share (To be attached in original).

2. I confirm that I am not surety, nor any loan/ dues is/are outstanding against me.
3. It is requested that my share money of Rs. _____ plus any other dues such as Dividend, Compulsory Deposit & Interest etc may also be paid to me as final settlement.
4. I understand that acceptance of the resignation is subject to the following conditions:
 - (a) Three months notice is required for acceptance of member's resignation, as per the Bye-laws of the Society.
 - (b) The member should be absolutely free from the liability of members for whom he has stood surety. If his/her surety remains unliquidated he/she should get it substituted:
 - (c) Share money is not adjusted against the loan, etc. Dues can however, be adjusted against loan amount held in member's C.D. A/c. Share money will be paid only when all the dues have been cleared.
 - (d) If a member's resignation is not accepted for any reason, the member is liable to continue to make payment of his/her loan installment, interest etc., otherwise he/she will be charged interest/ penal interest as a Defaulter. It will be, in member's own interest to continue to make payments of his/her outstanding loan installments till his/her account is finally settled.

Signature _____

Dated; the _____

Name _____

Ministry/Deptt _____

NOTE: Cheque will not be accepted against Society's due in case of resignation

Residential Address _____

Telephone No. _____

S. No	Name of Surety and A/c No.	Amount and Date Of Loan Taken	Balance Amount	Date Since
1.				
2.				
3.				

Received the Resignation from Shri.....On.....

You are requested to contact the Society office within a months from the date of receipt of this form.

Ph: 23554067 ,43501273

Signature

P.T.O

For use in Society's Office
Position Checked as on _____

Member's Dues

Society's Dues:

(a) Share money _____	(a) Regular Loan (P) _____
(b) Compulsory Deposit _____	(b) Regular Loan (I) _____
(c) Interest on CD _____	(c) Urgent Loan (E) _____
(d) BDF _____	d) Urgent Loan (I) _____
(e) W/F _____	(e) Any other _____
Total _____	Total _____

BALANCE PAYBLE/DUE _____ :

Final payment may be made

Bank Name _____
Cheque No _____
Voucher No _____
Date _____

Secretary

Requisite entries in all relevant Registers/Ledgers have been made.

Date _____

Accountant

The following documents may be enclosed before submitting the resignation-

1. Share certificates.
2. In case of loss of share certificates an affidavit from the Notary may be enclosed.
3. In case of retirement from services, photo copy of superannuation letter/ copy of P.P.O may be enclosed.
4. In case of surety, stood against the Loanee member, may be got substituted.

1. Resignation cases are settled on 2nd Saturday of each month.

2. Resignations are not settled in the month of March and a month in which AGM/Election is held.