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MM/COLLECTION EXECUTIVE CONTRACT LETTER - 2

To

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You are to be informed that the committee along with its lakhs of members has been giving loans to the private business as per the rules of the cooperative for many years continuously and all the members have been benefiting from this loan scheme and getting their own business benefits. In this sequence, some MMs in their knowing or unknowing situation are not able to perform the work according to the rules of the committee, due to which the committee members also have to face trouble in getting the loan and due to this, the work of the MM also gets hampered. Keeping this objective in mind, the following points of the committee must be kept in mind so that no committee members have to face any problem in taking and giving loans.

1. That it should aim to open a new account of at least one hundred rupees per day for one hundred and twenty five days or not more than seven hundred eight hundred or nine hundred new account in a week, in this sequence MM have to open new account till the target of total collection of Rs.12500/- per day is achieved.
2. That the MM has to establish contact with 10 new shopkeepers and give information about the society and its loan scheme and to note down his name / address / mobile number etc. by the committee. Fill in the prescribed format and submit it to your senior/office the next day.
3. That in submitting the chart, the MM should do the closing as per the Requested Closing Report that is, if in any account, not deposited due to any reason, then while submitting the chart, along with the list of such accounts, send it to your nearest officer. Make closings so that correct examination is done especially each chart as per required closing report per day. If a chart is having closing of less than 70% , all the possible payments on that MM code will be restricted or irregularised and will be regularised only after the completion of 70% closing.
4. That MM/ Executive will be deposited daily in the bank as directed by the Collection Committee and the deposit amount you will have to send it to your senior. Every month for 01-07, on 08, for 08-15, on 16, for 16-22 on 23 for 23—30/31 on 1st, reporting of weekly total deposits i.e. chart closing report will have to be submitted regularly to his senior, only after which message will be sent to all the deposit holder members, if there is any kind of problem in the closing book. If it is a holiday, then the closing report will definitely have to be submitted on the next working day.
5. That a loan application in the office should apply only according to the target of weekly new account in the date i.e. in one application date, the committee should apply for a maximum of nine hundred as per rules, loan / merit application on date 08-10 of each month. , 16-20 and 23-30 date is fixed by the committee and in two closing of regular loan payment application date and three closing of irregular loan application, closing deposit of at least seventy percent of total accounts opened by MM and loan of account holder member all the mentioned verification will be done only after the evidence.
6. That in the loan payment of a branch, only after the present closing of all the MMs of that branch is deposited, they should cooperate in the withdrawal of the loan, keeping their members confident, MM, DO & Manager applicable for all.
7. That after the appointment of any MM / DO / Manager in any month from the 1st date to the 22nd, the account of new DD2/DD3 / daily plan of at least 1500 / or 2000 / fixed by the committee in the closing 23 and 1. If we open it, then after the closing of 23 of the next month, the contractual salary will be received in the middle of 25-30th
8. Especially after depositing the money in the computer for at least sixty days in the loan payment of one thousand daily accounts, cooperate in making the payment in the bank, and after the loan application, after the regular deposit in three charts, the payment will be made on the basis of whichever is higher.

Note- Friends, the committee assures that by cooperating in making regular loan repayment, all the members of the committee will be able to provide loan on time and the goal of the committee will be fulfilled in which your cooperation is expected.

MM / Collection Executive Signature

Administrative Department, JCSSSS

'Self Improvement is the greatest service in the world'