

Bank:	Branch	
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Post Disbursement Report	Date of visit	
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Sr. No.			
1	Name of the borrower		
2	Constitution	Proprietary firm / Partnership / Pvt. Ltd. / Public ltd.	
3	Branches		
4	Nature of business		
5	Place of visit	Office: Godown: Factory:	
6	Telephone	Office: Godown: Factory: Residence:	
7	Name of the person met & Designation		
8	Security offered		
	Stock	Rs.	
	Debtors	Rs.	
	Property	Rs.	
9	Details of machinery offered as security & other equipments		
	Description	Original Cost	WDV
10	Details of collateral security		
	Description	Original Cost	WDV

11	Details of existing Loans				Rs'000	
Loan A/C	Loan	Sanctioned on	O/S	Due date	Overdue	
					Principal	Interest
Total						

CC	Last 3 months			
	Debit summations			
	Credit summations			
	Whether Credit summations are commensurate with CC Limit?			

12	Stock statement submission is	Regular / Irregular / Late / At a time	
	Last stock statement on record		
13	Whether bank's name board has been displayed?		
14	Details of insurance policy		
	Policy no.		
	Sum insured	Rs.	
	Date of expiry		
	Risk covered		
	Property covered		
	Whether S.I. is adequate?		
15	Stock at the time of visit (Working sheet enclosed)	Rs.	
16	Book debts as on	> 90 days Rs.	< 90 days Rs.
17	Creditors as on	> 90 days Rs.	< 90 days Rs.
18	Staff strength at the time of visit	Office staff Labour	
19	Visit Report in brief	Attach separate sheet.	
19.1	S&E Certificate valid up to		
19.2	Business License valid up to		
19.3	Safety measures		

