



GOVERNMENT OF KERALA

Finance (Public Undertakings-B) Department

CIRCULAR

No. 66/2007/Fin.

Dated, Thiruvananthapuram, 18th August, 2007.

*Sub:—Guarantee Commission—Details to be furnished in the format—
Instructions—Issued.*

Ref:—G. O. (Ms.) 487/04/Fin. dated 16-10-2004.

Government have issued detailed instructions to be followed by the Public Sector Undertakings before taking up any proposal for issuing Government Guarantee. Now it has come to the notice of Government that the above instructions were not strictly adhered to by the PSUs resulting delay in getting Government Guarantee for PSUs in time. To overcome this situation it is suggested to modify the existing pro forma for calculating the Guarantee Commission due.

Since full payment of Guarantee Commission is mandatory before renewal/extension of existing guarantee and this needs to be verified through details furnished in the pro forma, all Chief Executives/Managing Directors are directed to ensure that proposals for Government Guarantee are in conformity with the pro forma appended. Any laxity will be viewed seriously.

K. JOSE CYRIAC,

Principal Secretary (Finance).

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

All Secretaries to Government.

All Public Sector Undertakings/Autonomous Institutions/Statutory Undertakings/Grant-in-aid Institutions.

All Government Directors.

All Departments of Secretariat.

Private Secretaries to Chief Minister and all Ministers/Leader of Opposition.

Planning and Economic Affairs (BPE) Department.

The Finance Inspection Wing (Non-Technical) Department.

Stock File/Office Copy.

File No. :
Name of the PSU :
Administrative Department :

DETAILS OF GUARANTEE COMMISSION
TO BE FURNISHED FOR THE
RENEWAL OF GUARANTEE

CHECK LIST FOR RENEWAL/ALTERATION/APPLICATION FOR
GOVERNMENT GUARANTEE

File No. :
 Name of the PSU :
 Name of the Administrative Department :
 Amount of Loan/Guarantee required :
 Type of Guarantee (Term Loan/WC/CC etc.) :
 Outstanding as on date for current loans :
 (Rs. in lakhs)
 Financial position of the PSU (P/L) :
 Current Activities :
 Review of the financial discipline of :
 the PSU

Please Check the following details:

- * Checked and confirmed the correctness of the Guarantee Commission calculation.
- * Latest 6 months' Bank Statement of the firm attached.
- * Guarantee Commission payable—pro forma duly filled attached after perusal.
- * Check for attested copies of chalans attached.
- * Checked whether the Guarantee Commission is paid up-to-date.
- * Checked for proper authentication in all pages of the pro forma.
- * Administrative Departments view on the financial position of the firm furnished.
- * Detailed report of the proposed loan showing the Project Report, Total Amount of loan, Interest, Draft Deed and consent of the Financing Agency, Repayment Schedule, Means of Income for repayment.
- * Recommendation at appropriate level.

Application for fresh guarantee/renewal may be forwarded to 'Finance' only with all the above documents/conditions.

GUARANTEE COMMISSION DUE ON TERM LOAN IN 2007-2008

A. Basic Details of Term Loan

- | | |
|---|-----|
| 1. Total Amount of Term Loan availed | Rs. |
| 2. Interest rate | (%) |
| 3. Due date of repayment of last instalment | |
| 4. Date of drawal of 1st instalment | |
| 5. Date of drawal of the last instalment | |

B. Guarantee Commission payable in 2007-08

- | | |
|--|-----|
| 1. Principal Outstanding as on 31-3-2007 | Rs. |
| 2. Interest Outstanding as on 31-3-2007 | Rs. |
| 3. Maximum amount outstanding during March 2007 | Rs. |
| 4. Guarantee Commission @ 0.75% of item 3 above | Rs. |
| 5. Guarantee Commission due on 1st April 2007
(50% of item 4) | Rs. |
| 6. Guarantee Commission due on 1st October 2007
(50% of item 4) | Rs. |

C. Payment of 1st instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 5 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

D. Payment of 2nd instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 6 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

E. Other remarks

N. B.—All amounts should be mentioned in lakhs.

* Photocopy of the chalans duly attested should be attached.

(Seal)

*Name, Designation and
Signature of the Officer who
authenticates the statement.*

GUARANTEE COMMISSION DUE ON TERM LOAN IN 2006-2007

A. Basic Details of Term Loan

- | | |
|---|-----|
| 1. Total Amount of Term Loan availed | Rs. |
| 2. Interest rate | (%) |
| 3. Due date of repayment of last instalment | |
| 4. Date of drawal of 1st instalment | |
| 5. Date of drawal of the last instalment | |

B. Guarantee Commission payable in 2006-07

- | | |
|--|-----|
| 1. Principal Outstanding as on 31-3-2006 | Rs. |
| 2. Interest Outstanding as on 31-3-2006 | Rs. |
| 3. Maximum amount outstanding during March 2006 | Rs. |
| 4. Guarantee Commission @ 0.75% of item 3 above | Rs. |
| 5. Guarantee Commission due on 1st April 2006
(50% of item 4) | Rs. |
| 6. Guarantee Commission due on 1st October 2006
(50% of item 4) | Rs. |

C. Payment of 1st instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 5 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

D. Payment of 2nd instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 6 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

E. Other remarks

N. B.—All amounts should be mentioned in lakhs.

* Photocopy of the chalans duly attested should be attached.

*Name, Designation and
Signature of the Officer who
authenticates the statement*

GUARANTEE COMMISSION PAYABLE IN 2005-06 AND
PRIOR PERIODS ON TERM LOAN

<i>No.</i>	<i>Particulars</i>	<i>2005-06</i>	<i>2004-05</i>
1.	Principal Outstanding as on 31st March		
2.	Interest Outstanding as on 31st March		
3.	Total amount Outstanding as on 31st March		
4.	Guarantee Commission @ 0.75% of (3) above		
5.	Guarantee Commission due on 1st April (50% of item 4)		
6.	Interest on late payment (if any, @ 12% per annum)		
7.	Total Guarantee Commission payable		
8.	*Chalan No., Amount, Date and Name of Treasury by which payment was made		
9.	Guarantee Commission due on 1st October (50% of item 4)		
10.	Interest on late payment (if any, @ 12% per annum)		
11.	Total Guarantee Commission payable		
12.	*Chalan No., Amount, Date and Name of Treasury by which payment was made		
13.	Other remarks		

N. B.—Amounts should be mentioned in lakhs.

* Photocopy of the chalan duly attested should be attached.

(Seal)

*Name, Designation and
Signature of the Officer who
authenticates the statement.*

<i>Year</i>	<i>Guarantee Commission payable</i>	<i>Guarantee Commission paid</i>	<i>Chalan No., Amount, Date & Name of Treasury</i>
		<i>Amount in Rs.</i>	
2003-04			
2002-03			
2001-02			
2000-01			
1999-2000			

**GUARANTEE COMMISSION DUE ON WORKING CAPITAL
LOAN IN 2007-2008**

A. Basic Details of Working Capital Loan

- | | |
|----------------------------|-----|
| 1. Total limit sanctioned | Rs. |
| 2. Interest rate | (%) |
| 3. Date from which availed | |

B. Guarantee Commission payable in 2007-08

- | | |
|--|-----|
| 1. The date in March 2007 on which the loan availed was maximum | |
| 2. The amount of WC Loan availed as on date at 1 above | Rs. |
| 3. Interest dues as on 31-3-2007 | Rs. |
| 4. Total Amount for which Guarantee Commission is payable (2+3) | Rs. |
| 5. Guarantee Commission payable for the year (0.75% of 4 above) | Rs. |
| 6. Guarantee Commission due on 1st April 2007 (50% of 5 above) | Rs. |
| 7. Guarantee Commission due on 1st October 2007 (50% of 5 above) | Rs. |

C. Payment of 1st instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 6 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

D. Payment of 2nd instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 7 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

N. B.—All amounts should be mentioned in lakhs.

* Photocopy of the chalan duly attested should be attached.

E. Other remarks

(Seal)

*Name, Designation and
Signature of the Officer who
authenticates the statement.*

GUARANTEE COMMISSION DUE ON WORKING CAPITAL
LOAN IN 2006-2007

A. Basic Details of Working Capital Loan

- | | |
|----------------------------|-----|
| 1. Total limit sanctioned | Rs. |
| 2. Interest rate | (%) |
| 3. Date from which availed | |

B. Guarantee Commission payable in 2006-07

- | | |
|--|-----|
| 1. The date in March 2006 on which the loan availed was maximum | |
| 2. The amount of WC Loan availed as on date at 1 above | Rs. |
| 3. Interest dues as on 31-3-2006 | Rs. |
| 4. Total Amount for which Guarantee Commission is payable (2+3) | Rs. |
| 5. Guarantee Commission payable for the year (0.75% of 4 above) | Rs. |
| 6. Guarantee Commission due on 1st April 2006 (50% of 5 above) | Rs. |
| 7. Guarantee Commission due on 1st October 2006 (50% of 5 above) | Rs. |

C. Payment of 1st instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 6 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

D. Payment of 2nd instalment

- | | |
|---|-----|
| (a) Guarantee Commission Amount | Rs. |
| (b) No. of days the payment was delayed (if any) | |
| (c) Interest payable for late payment (if any)
Interest=[item 7 × (No. of days delayed/365) × 12%] | Rs. |
| (d) Total Amount payable on the date | Rs. |
| (e) *Chalan No., Amount, Date and Name of Treasury | |

N. B.—All amounts should be mentioned in lakhs.

* Photocopy of the chalan duly attested should be attached.

E. Other remarks

(Seal)

*Name, Designation and
Signature of the Officer who
authenticates the statement.*

GUARANTEE COMMISSION PAYABLE IN 2005-2006
ON WORKING CAPITAL LOAN

1. The date in March 2005 on which the loan availed was maximum
2. The amount of WC Loan availed as on date at 1 above Rs.
3. Interest dues as on 31-3-2005 Rs.
4. Total Amount for which Guarantee Commission is payable (2+3) Rs.
5. Guarantee Commission payable for the year (0.75% of 4 above) Rs.
6. Guarantee Commission due on 1st April 2005 (50% of 5 above) Rs.
7. *Chalan No., Amount, Date and Name of Treasury
8. Guarantee Commission due on 1st October 2005 (50% of 5 above) Rs.
9. *Chalan No., Amount, Date and Name of Treasury

GUARANTEE COMMISSION PAYABLE IN 2004-2005
ON WORKING CAPITAL LOAN

1. The date in March 2004 on which the loan availed was maximum
2. The amount of WC Loan availed as on date at 1 above Rs.
3. Interest dues as on 31-3-2004 Rs.
4. Total Amount for which Guarantee Commission is payable (2+3) Rs.
5. Guarantee Commission payable for the year (0.75% of 4 above) Rs.
6. Guarantee Commission due on 1st April 2004 (50% of 5 above) Rs.
7. *Chalan No., Amount, Date and Name of Treasury
8. Guarantee Commission due on 1st October 2004 (50% of 5 above) Rs.
9. *Chalan No., Amount, Date and Name of Treasury

N. B.—All amounts should be mentioned in lakhs.

* Photocopy of the chalan duly attested should be attached.

(Seal)

*Name, Designation and
Signature of the Officer who
authenticates the statement.*

GUARANTEE COMMISSION PAYABLE IN 2003-04 AND
PRIOR PERIODS ON WORKING CAPITAL LOANS

Year	Guarantee Commission payable	Guarantee Commission paid	Chalan No., Amount, Date & Name of Treasury
		Amount in Rs.	
2003-04			
2002-03			
2001-02			
2000-01			
1999-2000			

CERTIFICATE BY THE ADMINISTRATIVE DEPARTMENT

This is to certify that the facts, figures and calculations furnished in the statement submitted by (Name of the firm).....
.....
are correct according to the KCGG Act, 2003 and subsequent GOs/Circulars and on verification of records.

*Name, Designation and
Signature of the Officer.*
