

STANDARD OPERATING PROCEDURE FOR NHFDC LOAN SCHEME**About Scheme:**

The National Handicapped Finance and Development Corporation (NHFDC), Government of India implements a loan scheme to promote various economic development projects for the handicapped persons. The West Bengal Women Development Undertaking acts as the State Channelizing Agency for this scheme.

Eligibility Criteria:

NHFDC loan is available for the handicapped persons who are:-

- (i) Above 18 years of age;
- (ii) Indian Citizen;
- (iii) Minimum 40% and above disability with no income bar',
- (iv) A mentally retarded person may also avail the loan through parents, spouse or legal guardian.
- (v) Handicapped person should have educational/vocational experience in respect of the project he/she applied for loan.

Table showing loan amount and corresponding rate of interest:-

Project Cost	NHFDC's Share	Loanee's share	Rate of interest	Rate of interest for HH/MR/VH	Rate of interest for women	Rate of interest for women (VV/MR/VH)
UptoRs. 50,000/-	100%		5%	4.5%	4%	3.5%
Rs.50,000/- to Rs.1,00,000/-	95%	5%	6%	5.5%	5%	4.5%
Rs.1,00,000/- to Rs.5,00,000/-	90%	10%	6%	5.5%	5%	4.5%
Rs. 5 lakh- Rs.15 lakh	85%	15%	7%	6.5%	6%	5.5%
Above 15 lakh and upto 25 lakh	85%	15%	7%	6.5%	6%	5.5%
Education Loan Upto 4 Lakh	100%		4%	4%	3.5%	3.5%
Education Loan above 4 Lakh	95%	5%	4%	4%	3.5%	3.5%

Standard Operating Procedure:

- I. Prescribed application form for NHFDC Loan is available in the office of BDO/District Social Welfare Officer / West Bengal women Development Undertaking and may also be downloaded from the departmental website (www.wbcdwdsu.gov.in).
- II. Eligible person will submit the duly filled application form along with following documents to the office of **BDO in case of rural area and to District Social Welfare Officer** in case of areas other than rural area in the districts. For Kolkata, application will be submitted to the office of **West Bengal Women Development Undertaking, NirmanBhaban (ground Floor), Salt Lake, Kolkata-700091:-**
 - (i) Two copies of Passport & full Photographs of applicant
 - (ii) Two copies of Medical Certificate
 - (iii) Proof of Date of Birth
 - (iv) Proof of family income
 - (v) Residential Certificate
 - (vi) Undertaking in respect of any loan which has been taken from any Govt/ Semi-government agency or Bank in a prescribed format as given in the application.
 - (vii) Consent of a Guarantor whose annual income is not less than 2 lakhs. In support of the annual income IT returns of the guarantor is to be furnished.
 - (viii) Project detail
- III. Applications are scrutinized and recommended after enquiry and forwarded to the office of the District Magistrate by Block Development Officer and District Social Welfare Officer along with all the relevant documents. Applications received from Kolkata district will be enquired upon by the WBWDU officials and processed.
- IV. After scrutiny at district level, applications with feasible projects are recommended and forwarded to the West Bengal Women Development Undertaking (WBWDU), by the District Magistrates/ Additional District Magistrates in charge of Social Welfare Section of the concerned district.
- V. Applications received from different districts by the office of WBWDU are processed in its Office and are sent to the Technical Advisor for his opinion on its technical feasibility and viability.
- VI. Projects approved by the Technical Advisor are placed before Project Approval Committee (PAC) of NHFDC consisting of seven members and headed by the Chairperson of the WBWDU, for sanction. SCA is authorised to sanction loan amount up to Rs, 5.00 lakh.
- VII. After sanction of PAC, allotment of fund is sought from NHFDC and after receiving the same, cheque is disbursed to representatives of district/block for handing over the same to the loanee.

[N.B: The maximum period of repayment of loan is 10 years subject to the date of superannuation of guarantor (in case the guarantor is government or private employee) and the age of applicant]