

S.E., S.E.C. & E.Co. RAILWAY EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY LTD.
H.O.: 93, Circular Garden Reach Road, Kolkata-700 043

No.SE/SEC & E.Co.R/ECCS Ltd./2026-27/26

Dated: September 10, 2026

N O T I C E

Sub: Authorization for making corrections in Loan Application Form and other Forms by Senior Subordinate Officer – regarding.

It is hereby notified for information of all concerned that, pursuant to the decision of the **Competent Authority**, and with a view to facilitating the shareholders, particularly those working in **remote and outlying sections** where the services of a Gazetted Railway Officer may not be readily available, the procedure for **authentication of subsequent corrections in the Loan Application Form and other Forms of the Society has been suitably revised.**

Accordingly, the **Senior Subordinate of the Railway under whom the concerned employee is working** is authorized to make and authenticate necessary corrections in the Loan Application Form and other Forms of the Society **under his official designation and stamp**, subject to submission of the applicant's **self-attested copy of the particulars downloaded from RESS (Railway Employees' Self Service)** along with the duly corrected Loan Application Form or other relevant Form, as the case may be.

The corrections shall be confined to genuine and necessary corrections/changes in the service particulars and other relevant particulars of the member or sureties. The correction shall be made clearly and neatly, ensuring that the original entry remains identifiable, wherever practicable, and shall be duly authenticated by the concerned Senior Subordinate with his signature, official designation and stamp.

The concerned Branch Manager shall verify the corrected Form, the self-attested RESS copy and other supporting documents, wherever required, and shall satisfy himself regarding the genuineness and correctness of the correction before processing the application further. No correction involving any material alteration in the identity, eligibility, liability or other substantive particulars of the member or surety shall be accepted merely on the basis of this authorization and the same shall be dealt with in accordance with the applicable rules and procedures of the Society.

The above arrangement shall not dispense with any other document, declaration, undertaking, signature, guarantee or approval required under the existing rules and procedures of the Society.

All Branch Managers and Accounts Managers are hereby **directed to ensure strict compliance with the above instructions without any deviation.**

This Notice shall come into force **with immediate effect.**




Dy. Chief Manager (Admin)
For Chief Manager

Copy to : The Chairperson, S.E, S.E.C & E.Co.Rly.E. C. C .S .Ltd.,

Copy to : The Vice- Chairperson, S.E, S.E.C & E.Co.Rly.E. C. C .S .Ltd.,

Copy to: Sri _____, Director/Delegate/ S.E, S.E.C & E.Co.Rly.E. C. C .S .Ltd.,
for information please.

Copy to :Dy.Chief Manager (F & A), S.E, S.E.C & E.Co.Rly.E. C. C .S .Ltd.,

Copy to :P.S. to Chief Manager, S.E., S.E.C. & E.Co. Rly. E.C.C.S/ Ltd.,

Copy to:Branch Managers/ Accounts Managers, S.E., S.E.C.& E.Co. Railway Employees' Co-operative Credit Society Ltd., ADA /KGP /CKP /RNC /KUR /BSP /NGP /WAT/ SBP/BBS/R/GRC/ SRC EC,
for information. They are instructed to give it a wide publicity amongst the shareholders of the Society. A copy of this Notification may be displayed on the Notice Board of the Branch for information of all concerned.

Copy to :ESTB. & F/Acs. Section.

Copy to :NOTICE BOARD & Enquiry Section.