



**BPCL KOCHI REFINERY EMPLOYEES' CO-OPERATIVE
CREDIT SOCIETY LTD. No. E-213**

Akshaya Bharat Building, Ambalamugal, Ernakulam Dist., Pin - 682 302

Ph: 0484 - 2822904, 2822916, Mob: 6282511682

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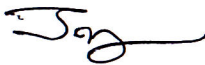
16/08/23

NOTICE

This is to reiterate the process of payment towards Credit Society (either deposit or loan repayment) to avoid any discrepancies later.

- The recovery list to payroll is given from the Credit Society on the 12th (if 12th falls on holiday recovery will be processed either on preceding day or on next working day) day of every month and the company gives the recovered list to the society on the last working day of each month. Hence any transactions towards loan or dues will not be considered on the recovery processing day and the last working day of each month, the same will be accounted on the next working day.
- While making online transaction please mention your badge no and purpose of repayment in the remarks column of the banking transaction. (eg. 8XXXX for dues repayment/ for FD/repayment of loan) etc. After making transaction inform through mail or WhatsApp.
- The transfer of money online to the Society should be done from member's individual bank account only otherwise it may create difficulty to track the member.
- The receipt for the same will be printed normally on the evening of the transferred date. However if transactions are more in a particular day, the receipt will be printed in the next working day. If anyone wish to get soft copy of receipt , the same will be forwarded to your email or Whatsapp on your request.
- The members need to ensure that the transferred amount is reflected in their individual account with the Society within one day of transfer.
- Transaction time on normal working days – 7 am to 3.30pm, on 4th Saturday till 12.30 pm.
- On bank holidays no cash transactions will be done even if the Society is working.
- Cash transaction is limited to Rs.2,00,000/ only for one individual in a single day.

For BPCLKRECCS LTD No. E 213


Jagadeesh Kumar S
(Hon.Secretary)

