

SERVICE INDEMNITY BOND WITH SURETY FOR OFFICERS

This Indemnity is made and executed at _____ on _____ day of _____ 2025 by Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of _____ herein called "Newly Joined Officer", the party of the First Part,

AND

Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of (Address) _____ (hereinafter called "Surety", which expression shall, unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) the party of the Second Part, in favour of **West Bengal Gramin Bank, constituted under section 3 of Regional Rural Bank Act 1976 (21 of 1976) having its Registered Office at Kolkata** hereinafter called "Employer Bank".

DEFINITIONS AND INTERPRETATIONS: -

- i. Newly Joined Officer- The term Newly Joined Officer shall mean newly recruited officer.
- ii. Employer Bank- The term Employer Bank means West Bengal Gramin Bank.
- iii. Surety- The term Surety means and includes a person who takes responsibility for the debts and or undertaken for discharge of the debt.
- iv. The terms 'Newly Joined Officer', 'Surety' and the 'Employer Bank' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors, assignees and administrators.
- v. WHEREAS the Newly Joined Officer has been selected for appointment as Officer in the service of the Employer Bank.
- vi. WHEREAS an Offer of Appointment containing the terms and conditions of the appointment have already been issued to the Officer vide letter No. _____ dated _____ of the Employer Bank.
- vii. WHEREAS the terms and conditions of the Offer of Appointment have been read and accepted by the officer.
- viii. WHEREAS one of the terms and conditions of the appointment is the officer has to serve the Employer Bank i.e. West Bengal Gramin Bank for a minimum period of **three years** after appointment and has to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment, subject to which the Employer Bank has agreed to give appointment to the Officer and the Officer hereby undertakes to serve the Employer Bank for a minimum period of **three** years.

2. The party of the second part (Surety) i.e. Mr./Ms/Mrs. _____ S/o /D/o /W/o Mr. _____ agrees to stand as Surety for the due performance of the obligation of the Officer under this agreement of indemnity. In case of breach of the terms of this indemnity by the Officer and failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of **₹ 2,00,000/- (Rupees Two lakh only)** to Employer Bank immediately on demand and this amount will be payable in addition to the amount quantified by the Bank under Clause-10 of West Bengal Gramin Bank (Officers & Employees) Service Regulations, 2010 with Subsequent Amendments, as compensation/liquidated damages for all loses, costs, charges and expenses, including the cost of training, on the job of training, the expenses which the Bank has incurred/may have to incur in recruiting another employee at his/her place, and also on account of business loss suffered/to be suffered by the Employer Bank during the intervening period.

3. The Officer further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service, as per Rules and Regulations, by the Employer Bank, shall indemnify for all losses, costs, charges and expenses up to the extent of **₹ 2,00,000/- (Rupees Two lakh only)** and pay an amount of **₹ 2,00,000/- (Rupees Two lakh only)** with the interest thereon, from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the OFFICER at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period.

The Officer and surety agree that assessment of liquidated damages as assessed at **₹ 2,00,000/- (Rupees Two lakh only)** is reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the newly appointed officer to continue in the service of Employer Bank for the aforesaid term of **three** years, and the Employer Bank shall always have the right to take appropriate action against the Newly Joined Officer as per terms of the appointment letter and/or the Rules and Regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Newly Joined Officer.

5. The obligation of the First party and the Surety is non-transferable and is exclusively for West Bengal Gramin Bank, i.e. Employer Bank and shall under no circumstances whatsoever be deemed to have been extended to any other prospective employer of the Newly Joined Officer. The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Newly Joined Officer and the Surety jointly and severally with interest thereon till payment.

IN WITNESS whereof, the Newly Joined Officer and the SURETY have put their signatures in the presence of the witness.

Signed and delivered by the Party of the First Part i.e. the Newly Joined Officer and the Party of the Second Part i.e. the Surety having perused and understood the contents of this agreement.

WITNESS SIGNATURE

SIGNATURE OF NEWLY JOINED OFFICER

NAME & ADDRESS

NAME & ADDRESS

WITNESS SIGNATURE

SIGNATURE OF SURETY

NAME & ADDRESS

At _____ this _____ day of _____ 2025 in presence
of _____

1st Class Magistrate/Notary with Seal & Signature

SERVICE INDEMNITY BOND WITH SURETY FOR OFFICE ASSISTANT (MULTIPURPOSE)

This Indemnity is made and executed at _____ on _____ day of _____ 2025 by Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of _____ herein called "Newly Joined Office Assistant (Multipurpose)", the party of the First Part,

AND

Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of (Address) _____ (hereinafter called "Surety", which expression shall, unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) the party of the Second Part, in favour of **West Bengal Gramin Bank, constituted under section 3 of Regional Rural Bank Act 1976 (21 of 1976) having its Registered Office at Kolkata**, hereinafter called "Employer Bank".

DEFINITIONS AND INTERPRETATIONS:-

- i. Newly Joined Office Assistant (Multipurpose)- The term Newly Joined Office Assistant (Multipurpose) shall mean newly recruited Office Assistant (Multipurpose).
- ii. Employer Bank- The term Employer Bank means West Bengal Gramin Bank.
- iii. Surety- The term Surety means and includes a person who takes responsibility for the debts and or undertaken for discharge of the debt.
- iv. The terms 'Newly Joined Office Assistant (Multipurpose)', 'Surety' and the 'Employer Bank' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors, assignees and administrators.
- v. WHEREAS the Newly Joined Office Assistant (Multipurpose) has been selected for appointment as Office Assistant (Multipurpose) in the service of the Employer Bank.
- vi. WHEREAS an Offer of Appointment containing the terms and conditions of the appointment have already been issued to the Office Assistant (Multipurpose) vide letter No. _____ dated _____ of the Employer Bank.
- vii. WHEREAS the terms and conditions of the Offer of Appointment have been read and accepted by the Office Assistant (Multipurpose).
- viii. WHEREAS one of the terms and conditions of the appointment is the Office Assistant (Multipurpose) has to serve the Employer Bank i.e. West Bengal Gramin Bank for a minimum period of **two years** after appointment and has to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment, subject to which the Employer Bank has agreed to give appointment to the Office Assistant (Multipurpose) and the Office Assistant (Multipurpose) hereby undertakes to serve the Employer Bank for a minimum period of **two years**.

2. The party of the second part (Surety) i.e. Mr./Ms./Mrs. _____ S/o /D/o /W/o Mr. _____ agrees to stand as Surety for the due performance of the obligation of the Office Assistant (Multipurpose) under this agreement of indemnity. In case of breach of the terms of this indemnity by the Office Assistant (Multipurpose) and failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of **₹ 1,00,000/- (Rupees One lakh only)** to Employer Bank immediately on demand and this amount will be payable in addition to the amount quantified by the Bank under Clause-10 of West Bengal Gramin Bank (Officer' & Employees) Service Regulations, 2010 read with Subsequent Amendments, as compensation/liquidated damages for all losses, costs, charges and expenses, including the cost

of training, on the job of training , the expenses which the Bank has incurred/may have to incur in recruiting another employee at his/her place, and also on account of business loss suffered/to be suffered by the Employer Bank during the intervening period.

3. The Office Assistant (Multipurpose) further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service, as per Rules and Regulations, by the Employer Bank, shall indemnify for all losses, costs, charges and expenses up to the extent of ₹ 1,00,000/- (**Rupees One lakh only**) and pay an amount of ₹ 1,00,000/- (**Rupees One lakh only**) with the interest thereon, from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the Office Assistant (Multipurpose) at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period.

The Office Assistant (Multipurpose) and surety agree that assessment of liquidated damages as assessed at ₹ 1,00,000/- (**Rupees One lakh only**) is reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the newly appointed Office Assistant (Multipurpose) to continue in the service of Employer Bank for the aforesaid term of **two** years, and the Employer Bank shall always have the right to take appropriate action against the Newly Joined Office Assistant (Multipurpose) as per terms of the appointment letter and/or the Rules and Regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Newly Joined Office Assistant (Multipurpose).

5. The obligation of the First party and the Surety is non-transferable and is exclusively for West Bengal Gramin Bank, i.e Employer Bank and shall under no circumstances whatsoever be deemed to have been extended to any other prospective employer of the Newly Joined Office Assistant (Multipurpose). The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Newly Joined Office Assistant (Multipurpose) and the Surety jointly and severally with interest thereon till payment.

IN WITNESS whereof, the Newly Joined Office Assistant (Multipurpose) and the SURETY have put their signatures in the presence of the witness.

Signed and delivered by the Party of the First Part i.e. the Newly Joined Office Assistant (Multipurpose) and the Party of the Second Part i.e. the Surety having perused and understood the contents of this agreement.

WITNESS SIGNATURE
ASSISTANT (MULTIPURPOSE)

SIGNATURE OF NEWLY JOINED OFFICE

NAME & ADDRESS

NAME & ADDRESS

WITNESS SIGNATURE

SIGNATURE OF SURETY

NAME & ADDRESS

At _____ this _____ day of _____ 2025 in presence
of _____

1st Class Magistrate/Notary with Seal & Signature

SERVICE INDEMNITY BOND WITH SURETY FOR OFFICE ATTENDANT (MULTIPURPOSE)

This Indemnity is made and executed at _____ on _____ day of _____ 2025 by Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of _____ herein called "Newly Joined Office Attendant (Multipurpose)", the party of the First Part,

AND

Mr./Ms./Mrs. _____ S/o/D/o/W/o Mr. _____ a permanent resident of (Address) _____ (hereinafter called "Surety", which expression shall, unless excluded by or repugnant to the subject or context be deemed to mean and include its assigns, administrators and successors) the party of the Second Part, in favour of **West Bengal Gramin Bank, constituted under section 3 of Regional Rural Bank Act 1976 (21 of 1976) having its Registered Office at Kolkata**, hereinafter called "Employer Bank".

DEFINITIONS AND INTERPRETATIONS:-

- i. Newly Joined Office Attendant (Multipurpose)- The term Newly Joined Office Attendant (Multipurpose) shall mean newly recruited Office Attendant (Multipurpose).
- ii. Employer Bank- The term Employer Bank means West Bengal Gramin Bank.
- iii. Surety- The term Surety means and includes a person who takes responsibility for the debts and or undertaken for discharge of the debt.
- iv. The terms 'Newly Joined Office Attendant (Multipurpose)', 'Surety' and the 'Employer Bank' unless repugnant to the context shall mean and include their heirs, legal representatives, successors, executors, assignees and administrators.
- v. WHEREAS the Newly Joined Office Attendant (Multipurpose) has been selected for appointment as Office Attendant (Multipurpose) in the service of the Employer Bank.
- vi. WHEREAS an Offer of Appointment containing the terms and conditions of the appointment have already been issued to the Office Attendant (Multipurpose) vide letter No. _____ dated _____ of the Employer Bank.
- vii. WHEREAS the terms and conditions of the Offer of Appointment have been read and accepted by the Office Attendant (Multipurpose).
- viii. WHEREAS one of the terms and conditions of the appointment is the Office Attendant (Multipurpose) has to serve the Employer Bank i.e. West Bengal Gramin Bank for a minimum period of **two years** after appointment and has to execute an indemnity with surety in favour of Employer Bank.

NOW THIS INDENTURE WITNESSETH as under:

1. In compliance of the aforesaid condition in Offer of Appointment, subject to which the Employer Bank has agreed to give appointment to the Office Attendant (multipurpose) and the Office Attendant (multipurpose) hereby undertakes to serve the Employer Bank for a minimum period of **two** years.

2. The party of the second part (Surety) i.e. Mr./Ms./Mrs. _____ S/o /D/o /W/o Mr. _____ agrees to stand as Surety for the due performance of the obligation of the Office Attendant (multipurpose) under this agreement of indemnity. In case of breach of the terms of this indemnity by the Office Attendant (multipurpose) and failure to indemnify the Bank, the Surety shall be jointly and severally liable to pay the amount of **₹ 1,00,000/- (Rupees One lakh only)** to Employer Bank immediately on demand and this amount will be payable in addition to the amount quantified by the Bank under Clause-10 of West Bengal Gramin Bank (Officers & Employees) Service Regulations, 2010 read with Subsequent Amendments, as compensation/liquidated damages for all losses, costs, charges and expenses,

including the cost of training, on the job of training , the expenses which the Bank has incurred/may have to incur in recruiting another employee at his/her place, and also on account of business loss suffered/to be suffered by the Employer Bank during the intervening period.

3. The Office Attendant (multipurpose) further agrees and undertakes that in case he/she commits breach of the above condition and resigns from or leaves/abandons the service and/or neglects in performance of the duty assigned to him/her leading to termination of his/her service, as per Rules and Regulations, by the Employer Bank, shall indemnify for all losses, costs, charges and expenses up to the extent of ₹ 1,00,000/- (**Rupees One lakh only**) and pay an amount of ₹ 1,00,000/- (**Rupees One lakh only**) with the interest thereon, from the date of breach of the above till payment as liquidated damages/cost of training including on the job training, the Office Attendant (multipurpose) at his/her place, and also on account of business loss suffered/to be suffered by Employer Bank during intervening period.

The Office Attendant (multipurpose) and surety agree that assessment of liquidated damages as assessed at ₹ 1,00,000/- (**Rupees One lakh only**) is reasonable, which they both agree to pay jointly and severally in case demand is made by the Employer Bank.

4. Notwithstanding anything contained herein above, furnishing of this indemnity will not create any right in favour of the newly appointed Office Attendant (multipurpose) to continue in the service of Employer Bank for the aforesaid term of **two** years, and the Employer Bank shall always have the right to take appropriate action against the Newly Joined Office Attendant (multipurpose) as per terms of the appointment letter and/or the Rules and Regulations of the Employer Bank as applicable, in case of commission of any misconduct by the Newly Joined Office Attendant (multipurpose).

5. The obligation of the First party and the Surety is non-transferable and is exclusively for West Bengal Gramin Bank, i.e Employer Bank and shall under no circumstances whatsoever be deemed to have been extended to any other prospective employer of the Newly Joined Office Attendant (multipurpose). The amount specified above shall constitute a debt owing to the Employer Bank and shall be recoverable from the Newly Joined Office Attendant (multipurpose) and the Surety jointly and severally with interest thereon till payment.

IN WITNESS whereof, the Newly Joined Office Attendant (multipurpose) and the SURETY have put their signatures in the presence of the witness.

Signed and delivered by the Party of the First Part i.e. the Newly Joined Office Attendant (multipurpose) and the Party of the Second Part i.e. the Surety having perused and understood the contents of this agreement.

WITNESS SIGNATURE
ATTENDANT (MULTIPURPOSE)

SIGNATURE OF NEWLY JOINED OFFICE

NAME & ADDRESS

NAME & ADDRESS

WITNESS SIGNATURE

SIGNATURE OF SURETY

NAME & ADDRESS

At _____ this _____ day of _____ 2025 in presence
of _____

1st Class Magistrate/Notary with Seal & Signature