

Atmosphere of trust, empowerment and performance-based reward is the key factor of retaining right talent in the organization.

HOUSEHOLD INCOME POLICY

Policy Owner

 **DIGAMBER FINANCE**[®]

Organization

DIGAMBER CAPFIN LIMITED (DIGAMBER FINANCE) is a Microfinance institution started in April 1995 in Rajasthan, India. The mission of the organization is “to reach the unreached low income communities with financial and business solutions in a socially, economically and environmentally sustainable manner through the efficient use of capital, technology and human resources”. A combination of servicing methodologies is being explored with an ultimate objective of ‘no bankable poor are left behind’ in the areas of operation.

Areas of Operation

The areas of operation of DIGAMBER FINANCE are presently spread over 8 States i.e. Rajasthan, Madhya Pradesh, Haryana, Uttara-khand, Himachal Pradesh, Jammu& Kashmir, Punjab, and Uttar Pradesh. Operations in each state are controlled by a Regional Manager / State Head / Zonal Head under the overall supervision of Head Office.

Objective and Scope of this Policy

DIGAMBER CAPFIN LIMITED (DIGAMBER FINANCE) is registered with Reserve Bank of India (RBI) as a non-deposit accepting Systemically Important NBFC. Being an NBFC, it has to comply with Guidelines / Directions issued by RBI from time to time. As per RBI Circular Master Direction – Reserve Bank of India (Regulatory Framework for Microfinance Loans) Directions, 2022 vide Ref. No. RBI/DOR/2021-22/89 DoR.FIN.REC.95/03.10.038/2021-22 dated 14th March,2022 provides that All Non-Banking Financial Companies (including Microfinance Institutions and Housing Finance Companies) shall frame a policy regarding the assessment of household income.

The Company shall duly implement and keep the Household Income Policy including the Appendices and any amendments thereto up to date, in accordance with any regulatory, corporate or other legal requirements. The objectives of this Policy to provide an indicative methodology for assessment of household income.

As per RBI circular as indicated above Micro finance loan is defined as a collateral-free loan given to a household having annual household income up to ₹3,00,000.

For this purpose, the household shall mean an individual family unit, i.e., husband, wife and their unmarried children.

Keeping the regulatory requirement, detailed assessment plan has been framed to assess household income of low income generation. Major parameters are composition of household income are number of earning members/ non-earning members, type of accommodation they are having, availability of basic amenities/ assets.

Assessment will include all source of income both primary & others such as area/ nature of work, frequency of income, remittance/ rent/ pension/ government transfer, if any, etc.

The income assessment as above shall be carried out for all earning members with respect to all sources (primary or secondary) of income. While assessing income of all members from all sources, it shall be ensured that there is no double counting of income such as counting of salary income of one migrant member also as remittance income for the household.

Although Income computation can be done on a monthly basis, the income assessment for all members and sources may also be carried out over a period of minimum one year to ascertain the stability of the household income.

Policies and Manuals: Household Income Policy

Along with household income it is necessary to capture household expenses as well to identify actual repayment capacity of borrower. Accordingly, regular monthly expenses such as food/ utilities, transport, house/ shop rent, clothing, regular medical costs, school/ college fees along with irregular expenses over last one year such as medical expenses, house renovation, purchase of household goods, functions, etc shall be taken into account.

A detailed annexure for assessment of household income has been framed (Annex A) which shall be part of company's loan documentation.

Company shall mandatorily submit information regarding household income to the Credit Information Companies (CICs). Reasons for any divergence between the already reported household income and assessed household income shall be specifically ascertained from the borrower/s before updating the assessed household income with CICs.

Review of policy

The Household Income Policy shall be reviewed annually or as and when required necessary.

Annex A

घरेलु आय का आकलन प्रपत्र
Assessment Form of Household Income

सेन्टर का नाम :- ब्रांच का नाम:-.....

मेम्बर का नाम :-..... मेम्बर के पति का नाम :-.....

कमाने वाले सदस्य	1	2	3	4	5
उधारकर्ता के साथ सम्बन्ध (स्वयं/पति/पुत्र/पुत्री)					
कार्य की प्रकृति (स्वनियोजित/वेतनभोगी/मौसमी/अन्य)					
काम का क्षेत्र (Agriculture & Allied / Livestock / Production / Social Infrastructure / Service Industry / Small Business / Housing)					
1. मासिक आय (Income)					
A. अर्जित आय					
B. प्रेषण (Remittance)					
C. घर/दुकान किराया					
D. पेंशन					
E. सरकारी स्थानांतरण					
F. स्कोलरशिप					
G. अन्य					
कुल वार्षिक आय					
सभी की कुल मासिक आय					
2. मासिक खर्चे (Expenses)					
A. घर खर्च					
B. बिजली व पानी खर्चे					
C. गैस सलैण्डर खर्च					
D. घर/दुकान किराया					
E. मोबाइल खर्च					
F. मेडीकल/कपड़े/ईंधन					
G. स्कूल/कॉलेज फीस					
H. घर का नवीनीकरण खर्च					
I. घरेलु सामान खरीददारी					
J. लोन की किश्त राशि					
K. अन्य					
कुल वार्षिक खर्च					
सभी का कुल मासिक खर्च					
3. शुद्ध आय (Net Income)					
सभी की कुल मासिक आय					
सभी का कुल मासिक खर्च					
शुद्ध आय (Net Income) (1 - 2)					

Field Officer Signature

Branch Manager Signature

Member's Signature

DIGAMBER CAPFIN LIMITED

Registered office Address:

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