CIRCULAR

No. HR-II.14(1)/2014-IIU-2184

June 12, 2015

Subject: GRANT OF HOUSE BUILDING ADVANCE/MOTOR CAR ADVANCE /MOTOR CYCLE ADVANCE

Applications are invited from employees of IIU (Main) and its Constituent Units for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from Human Resource-II Section or download from IIU Website. The application forms complete in all respect must reach in Human Resource-II Section through respective Sectional head on or before 19.06.2015.

2. The applications received in response to this circular shall be considered for grant of above mentioned advances in line with following criteria duly approved by BOG:-

“...The advances shall be granted to the employee’s on the basis of total length of qualifying service (i.e 10 years) in the University between the ages of 30 to 55 years. The advance shall be recovered in (240/168/120) months equal installments (i.e 25% monthly pay) after one month of the payment of the advance.”

3. Applications received prior to this notification and after expiry of the closing date i.e. 19.06.2015 shall not be entertained.

4. This issues with the approval of the Director (HR).

(Syed Nazir Hussain Shah)
Deputy Director (HR-II)

Encl: Application Forms

DISTRIBUTIONS:-

1. SPS to the Rector, IIU
2. SPS to the President, IIU
3. APS to the VP (Academics),IIU
4. APS to Director General (AF&P), IIU
5. All Deans/Directors
6. All Administrative Heads of the Constituent Units
7. All Sectional Head of IIU
8. All Notice Boards of Both Campuses

Ce: Addl.Director(IT) { with request to upload the circular and Performa on IIU website}
UNDERTAKIN FOR GRANT OF CAR/MOTORCYCLE ADVANCE (LOAN)  
(FOR THE YEAR 2014-2015)

I, ___________________________ S/o ___________________________
do hereby undertake:-

i) That I do not own a Car/Motor Cycle

ii) That I will purchase a Car/Motor Cycle out of the advance (loan) to be granted 
    for this purpose.

iii) That I will submit attested copies of registration of the vehicle to the Finance 
    Department within 04 months of release of advance.

Signature

Details

Name: ____________________________________________

Father's Name: ____________________________________________

Date of Birth: ____________________________________________

Designation: ____________________________________________

Date of initial regular appointment in IIU: _______________________

Basic Pay (Running): _______________________________________ 

Unit/Section/Deptt.: _______________________________________

Date: ____________________________________________________

Note: Please attach attested copy of last pay slip.