

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
(HUMAN RESOURCE-II SECTION)

No. HR-II.14 (1)/2016-IIU- 3547

December 23, 2020

CIRCULAR

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

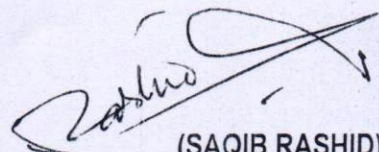
Applications are invited from employees of the University (Working in IIU-Main, Female Campus and Constituent Units) for grant of House Building/Motor Car/Motor Cycle Advance on the prescribed proforma (available in Human Resource-II Section and IIU-Web). The proforma complete in all respects should be submitted to **Mr. Ahsan Awais, Superintendent** (HR-II Section), (Room # 112) through respective Sectional Head on or before **Wednesday, January 20, 2021**.

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. 20.01.2021 shall not be entertained.

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

  
(SAQIB RASHID)  
Deputy Director (HR-II)

DISTRIBUTIONS:

1. All Deans / Director Generals
2. All Administrative Heads of the Constituent Units
3. All Notice Boards of IIU-Main, Female Campus and Constituent Units
- ✓ 4. Web Master (IT) with request to upload circular and proforma on IIU Website

Cc: (i) PS to the President, IIU  
(ii) SPS to Vice President (AF&P), IIU



**DECLARATION FOR GRANT OF CAR ADVANCE (LOAN)**  
**(BPS-16 & ABOVE)**

**(FOR THE YEAR 2020-2021)**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
hereby undertake:-

- i) That I do not own Car
- ii) That I will purchase Car 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: \_\_\_\_\_

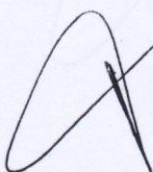
Basic Pay (Running): \_\_\_\_\_

Unit/Section/Deptt.: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No: \_\_\_\_\_

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.





DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)

(FOR THE YEAR 2020-2021)

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

hereby declare that I or any member of my family do not own a house anywhere in Pakistan. (Family means self, the spouse and dependent children).

Signature

Details

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of initial regular appointment in IIU: \_\_\_\_\_

Basic Pay (Running): \_\_\_\_\_

Unit/Section/Deptt.: \_\_\_\_\_

Date: \_\_\_\_\_

Contact No: \_\_\_\_\_

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.

A



**UNDERTAKING FOR GRAN OF MOTORCYCLE/CYCLE ADVANCE (LOAN)**

{ MOTORCYCLE ADVANCE

BPS-05 TO 15 }

{ CYCLE ADVANCE

BPS-01 TO 04 }

**(FOR THE YEAR 2020-2021)**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
hereby undertake:-

- i) That I do not own Motorcycle / Cycle
- ii) That I will purchase Motorcycle / 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: \_\_\_\_\_

Contact No: \_\_\_\_\_

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.

