

DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE
FOR THE YEAR 2021
INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
(OFFICE OF HUMAN RESOURCE MANAGEMENT)

No. HRM-II.14(1)/2016-IIU-3635

18th November, 2021.

CIRCULAR

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

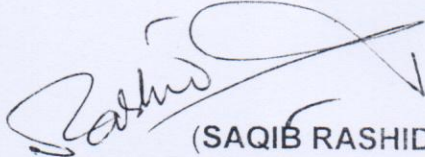
Applications are invited from employees of the University (working in IIU-Main, Female Campus and Constituent Units) for grant of House Building/Motor Car/Motor Cycle/Cycle Advance on prescribed Proforma (available in Human Resource Management-II Section and IIU-Website). The Proforma complete in all respect should be submitted to **Mr. Ahsan Awais, Superintendent** (HRM-II Section), (Room#112) through respective Sectional Head on or before **Wednesday, December 15, 2021**.

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

“The advances shall be granted to the employees’ on the basis of total length of qualifying service (i.e. 10 Years) in the University between the age 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. **15.12.2021** shall not be entertained.

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


(SAQIB RASHID)
Deputy Director (HRM-II)

DISTRIBUTIONS:

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

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

DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)

(FOR THE YEAR 2021-2022)

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.

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

(FOR THE YEAR 2021-2022)

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.

UNDERTAKIN FOR GRANT OF MOTORCYCLE / CYCLE ADVANCE (LOAN)

{ MOTORCYCLE ADVANCE : BPS-05 TO 15 }
{ CYCLE ADVANCE : BPS-01 TO 04 }

(FOR THE YEAR 2021-2022)

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 IU: _____

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.