

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

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

✓Cc: **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.