

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

CIRCULAR

No. Estab.14(1)/2002-IIU- 4187

October 03, 2012

**Subject: GRANT OF HOUSE BUILDING ADVANCE/MOTOR CAR/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 application forms obtainable from Human Resource – II Section are download from IIU Website. The application forms complete in all respect must reach to Human Resource – II Section through respective sectional head on or before 25.10.2012.

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:-

“Full amount of loan 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. However, in case the remainder service is less than 120 months, the loan shall not exceed 25% of the pay to be earned by the employee during the period”.

3. Applications received prior to this notification and after expiry of the closing date i.e. 25.10.2012 shall not be entertained.

4. This issues with the approval of the Competent Authority.


(Rustam Khan)
Assistant Director (HR-II)

UNDERTAKING FOR GRANT OF CAR/MOTOR CYCLE ADVANCE (LOAN)

(For the year 2012-2013)

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 regular appointment in IIU _____

Unit/Section _____

Date _____

Note: Please attach attested copy of last pay slip.