

CIRCULAR

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

June 12, 2015

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

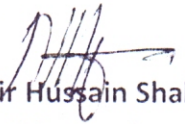
Applications are invited from employees of IIU (Main) and its Constituent Units for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from **Human Resource-II Section or download from IIU Website**. The application forms complete in all respect must reach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

**DECLARATION**  
**(FOR THE YEAR 2014-2015)**

**FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)**

I, \_\_\_\_\_ S/o \_\_\_\_\_

do hereby solemnly declare that I or any member of my family do not own a house anywhere in Pakistan. (Family means self, the spouse and dependant 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: \_\_\_\_\_

**Note: Please attach attested copy of last pay slip.**