

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

CIRCULAR

No. HR-II.14(1)/2014-IIU-1457

April 14, 2014

**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 30.04.2014**.

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 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. 30.4.2014 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 the DG(AF&P), IIU
5. All Deans/Directors
6. All Administrative Heads of the Constituent Units
7. All Sectional Heads of IIU
8. All Notice Boards of Both Campuses

DECLARATION  
(FOR THE YEAR 2013-2014)

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.**

**UNDERTAKIN FOR GRANT OF CAR/MOTORCYCLE ADVANCE (LOAN)**  
**(FOR THE YEAR 2013-2014)**

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.**

- 1. To the President, IIU
- 2. To the Director (Academics), IIU
- 3. To the DG (AF&F), IIU
- 4. To the Dean/Directors
- 5. To Administrative Heads of the Constituent Units
- 6. All Sectional Heads of IIU
- 7. To House Heads of Both Campuses

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