

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

CIRCULAR

No. HR-II.14(1)/2014-IIU- 5028

December 22, 2015

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


Applications are invited from employees of IIU (Main), Female Campus and Constituent Units of IIU for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from **Human Resource-II Section or from IIU Website**. The application forms complete in all respects must reach in Human Resource-II Section through respective Sectional head **on or before Monday, January 04.2016**.

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. **04.01.2016 shall not be entertained.**

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

  
(Muhammad Aamir Khan)  
Deputy Director (HR-II)

**DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)  
(FOR THE YEAR 2015-2016)**

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, 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: \_\_\_\_\_

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

**DECLARATION FOR GRANT OF CAR/MOTORCYCLE ADVANCE (LOAN)  
(FOR THE YEAR 2015-2016)**

I, \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
hereby undertake:-

- i) That I do not own Car/Motor Cycle
- ii) That I will purchase Car/Motor Cycle out of advance (loan) to be granted.
- iii) That I will submit attested copies of registration of vehicle to 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.**