

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

CIRCULAR

No. HR-II.14(1)/2016-IIU-4637

November 25, 2016

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

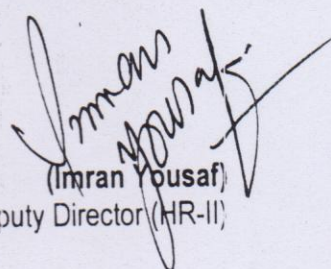
Applications are invited from employees of IIU (Main), Female Campus and Constituent Units of IIU for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from **Human Resource-II Section or from IIU Website**. The application forms complete in all respects must reach in Human Resource-II Section through respective Sectional head **on or before Monday, December 26.2016**.

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. 26.12.2016** shall not be entertained.


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


(Imran Yousaf)
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}
 Assistant Web Master, IIUI

DECLARATION
(FOR THE YEAR 2016-2017)

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 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 2016-2017)**

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.