

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

CIRCULAR

No. HR-II.14(1)/2016-IIU-1060

March 15, 2019

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

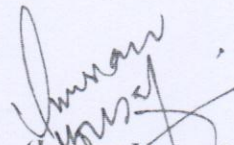
Applications are invited from employees of IIU (Main), Female Campus and Constituent Units of IIU for grant of House Building/Motor Car/Motor Cycle Advance on prescribed applications forms obtainable from Human Resource-II Section or from IIU Website. The application forms complete in all respects must be submitted to Mr. Tahir Abdul Rauf, Superintendent (Coordination, HR-II) in Human Resource-II Section (Room # 112) through respective Sectional head on or before Friday, April 05, 2019.

02. 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."

03. Applications received prior to this notification and after expiry of the closing date i.e. 05.04.2019 shall not be entertained.

04. 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. SPS to VP (AF&P)
4. APS to the VP (Academics), IIU
5. APS to VP (HS&R)
6. All Deans/Directors
7. All Administrative Heads of the Constituent Units
8. All Sectional Head of IIU
9. All Notice Boards of Both Campuses

Ce: Addl. Director (IT) {with request to upload the circular and Performa's on IIU website;
Assistant Web Master, IIU

**DECLARATION FOR GRANT OF CAR ADVANCE (LOAN)
(BPS-16 & Above)**

(FOR THE YEAR 2018-2019)

I, _____ S/o, D/o, W/o _____

hereby undertake:-

- i) That I do not own Car.
- ii) That I will purchase Car 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: _____

Contact No: _____

Note: Please attach attested copy of last pay slip. Along with this form duly endorsed by the sectional Head.

**DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)
(FOR THE YEAR 2018-2019)**

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: _____

Contact No: _____

Note: Please attach attested copy of last pay slip. Along with this form duly endorsed by the sectional Head.

DECLARATION FOR GRANT OF MOTORCYCLE/CYCLE ADVANCE (LOAN)

{ MOTORCYCLE ADV: BPS-05 TO 15}

{ CYCLE ADV: BPS-01 TO 04}

(FOR THE YEAR 2018-2019)

I, _____ S/o, D/o, W/o _____

hereby undertake:-

- i) That I do not own Motor Cycle/Cycle
- ii) That I will purchase Motor Cycle/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: _____

Contact No: _____

Note: Please attach attested copy of last pay slip. Along with this form duly endorsed by the Sectional Heads.