

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


No. HR-II.14(1)/2016-IIU-1200

March 18, 2020.

CORRIGENDUM

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

In pursuance and partial modification of Circular No.HR-II.14(1)/2016-IIU-1194 dated 17.03.2020, "the expiry of closing date for applications for House Building / Motor Car / Motor Cycle/ Cycle Advances mentioned at Para-3 of above referred Circular may please be read as 15.04.2020 instead of 15.04.2019".


(AHSAN AWAIS)
Superintendent (HR-II)

DISTRIBUTIONS:

1. All Deans / Director Generals
2. All Administrative Heads of IIU-Main and Constituent Units
3. All Notice Boards of IIU-Main, Female Campus and Constituent Units
4. Web Master (IT) with request to upload the same on IIU website

Cc: (i) SPS to President, IIU
(ii) SPS to Vice-President (AF&P), IIU

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

No. HR-II.14 (1)/2016-IIU-1194

March 17, 2020.

CIRCULAR

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

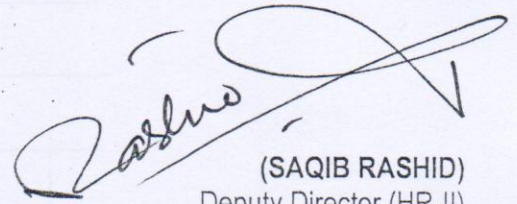
Applications are invited from employees of the University (working in IIU-Main, Female Campus and Constituent Units) for grant of House Building/Motor Car/Motor Cycle/Cycle Advance on the prescribed Proforma (available in Human Resource-II Section and IIU-Website). The Proforma complete in all respects should be submitted to **Mr. Ahsan Awais, Superintendent** (HR-II Section), (Room # 112) through respective Sectional Head on or before **Wednesday, April 15, 2020**.

2. The applications received in response to this circular shall be considered for grant of above mentioned advances as per following criteria 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 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. 15.04.2019 shall not be entertained.

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


(SAQIB RASHID)
Deputy Director (HR-II)

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Cc: (i) SPS to President, IIU
(ii) SPS to Vice President (AF&P), IIU

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

(FOR THE YEAR 2019-2020)

I, _____ S/o, D/o, W/o _____
hereby undertake:-

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

Contact No: _____

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.

DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)

(FOR THE YEAR 2019-2020)

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, 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: _____

Contact No: _____

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.

UNDERTAKIN FOR GRANT OF MOTORCYCLE / CYCLE ADVANCE (LOAN)

{ **MOTORCYCLE ADVANCE** : **BPS-05 TO 15** }

{ **CYCLE ADVANCE** : **BPS-01 TO 04** }

(FOR THE YEAR 2019-2020)

I, _____ S/o, D/o, W/o _____
hereby undertake:-

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

Contact No: _____

Note: Please attach attested copy of last pay slip, along-with this form duly endorsed by the Concerned Sectional Head.