

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

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No. HRM-II.14(1)/2016-IIU- 2757

27<sup>th</sup> August, 2024.

CIRCULAR

**Subject: GRANT OF HOUSE BUILDING / MOTOR CAR / MOTOR CYCLE/ 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 prescribed Proforma (available in Human Resource Management-II Section and on IIU-Website. The Proforma complete in all respect should be submitted to **Mr. Ahsan Awais, Superintendent** (HRM-II Section), (Room#112) through respective Sectional Head, on or before **Friday, September 20, 2024**.

2. The applications received in response to this circular shall be considered for grant of above mentioned advances as per following criteria approved by the 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. **20.09.2024** shall not be entertained.

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



**(UMAIR MAJEED)**  
Assistant Director (HRM-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 Circular and Proforma on IIU website

**Cc:** (i) SPS to President, IIU  
(ii) PS to Vice-President (A&F), IIU

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

(FOR THE YEAR 2024-2025)

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.**

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**DECLARATION FOR GRANT OF HOUSE BUILDING ADVANCE (LOAN)**  
**(FOR THE YEAR 2024-2025)**

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.**

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UNDERTAKIN FOR GRANT OF MOTORCYCLE / CYCLE ADVANCE (LOAN)

{ MOTORCYCLE ADVANCE : BPS-05 TO 15 }  
{ CYCLE ADVANCE : BPS-01 TO 04 }

(FOR THE YEAR 2024-2025)

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.**

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