

**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD**  
**OFFICE OF THE SECRETARY EMPLOYEES WELFARE FUND COMMITTEE**

**NOTIFICATION**

In order to streamline the process of payment of refundable loans out of IIU Employees Welfare fund to the Members of the Welfare fund and on the recommendations of IIU Employees Welfare Fund Committee made in its meeting held on April 3, 2010, the President IIU has been pleased to approve the schedule as per annexure to invite applications from members for different types of loans.

2. All members of IIU Employees Welfare fund intending to apply for any type of loan are requested to submit their applications as per schedule annexed, on prescribe proforma, duly verified by the respective Sectional Head / Concerned Personnel Section along with copy of Pay slip & relevant documents.
3. Payment of loans is to be made subject to availability of funds and as per procedure.

**(Naseer Ahmed Abbasi)**  
Asstt. Director (F-I) / Secretary IIU  
Employees Welfare Fund Committee  
Ph.9019276- Extension .2276

**Annexure**

**Yearly schedule for calling applications from welfare  
fund members for loans during the year.**

| Sr.No     | Nature of Loan   | Amount of loan                        | Date for submission of application   |
|-----------|--|---------------------------------------|--|
| <b>A-</b> | <b><u>Refundable loans.</u></b>                            |                                       |  |
| 1         | Emergency loan   | Rs.12,000/-                           | 1 to10 of each month.  |
| 2         | Loan for out door medical treatment                        | 2 Basic pay                           | 1 to10 of each month.  |
| 3         | Marriage loan  | 10 Basic Pay-<br>maximum Rs.100,000/- | I- 1 <sup>st</sup> January to 10 <sup>th</sup> January of each year.<br>II.- 1 <sup>st</sup> June to 10 <sup>th</sup> June of each year  |
| 4         | Loan for house repair                                      | 10 Basic Pay-<br>maximum Rs.100,000/- | I- 1 <sup>st</sup> March to 10 <sup>th</sup> March of each year.<br>II- 1 <sup>st</sup> September to 10 <sup>th</sup> Sept. of each year |
| 5         | Calamity loan  | Rs. 10,000/-                          | 1 to10 of each month.  |
| 6         | Academic loan  | Rs.15,000/-                           | I. 1 <sup>st</sup> March to 10 <sup>th</sup> March of each year<br>II. 1 <sup>st</sup> September to 10 <sup>th</sup> Sept. of each year  |
| <b>B-</b> | <b><u>Non refundable loans / financial assistance.</u></b> |                                       |  |
| 7         | Assistance in case permanent invalidation                  | Rs.24,000/-                           | On demand each month   |
| 8         | Funeral charges  | Rs.10,000/-                           | On demand each month   |
| 9         | Academic reward  | As detail below *                     | With in 15 days of declaration of result   |
| 10        | Gift on retirement   | Rs.5,000/-                            | One month before the retirement. <b>Or</b> With in 15 days after the retirement  |
| 11        | Excursion tour (Collectively)                              | POL charges only                      | On demand each year.   |
| 12        | Financing of studies in the university (IU)                | 50% of Fee                            | With in 15 days of admission   |

\* Detail of Academic reward

| Sr.No. | Name of class                         | Amount Rs. |
|--------|---------------------------------------|------------|
| 1      | Middle (Board examination)            | 2000       |
| 2      | Matric Part-I (9 <sup>th</sup> Class) | 2500       |
| 3      | Matric Part-II                        | 4000       |
| 4      | Hifiz-ul-Quran                        | 5000       |
| 5      | Intermediate-I (1 <sup>st</sup> Year) | 4000       |
| 6      | Intermediate-II / DAE                 | 5000       |
| 7      | Graduation /BS                        | 6000       |
| 8      | Master Degree /MS                     | 7000       |