

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No.FO/S&L/17/ 6221-6320

Dated: 04/12/2017

To

All the Heads of the Departments/ Branch Officers M.D.U. Rohtak
The Principal, University Campus School, Rohtak
Director, Institute of Law & Mgt. Sector-40, Gurgaon.

Sub: Grant of Conveyance Advance for the year 2017-18

Applications on prescribed form given overleaf are invited for the grant of Conveyance Loan to the University Employees for the financial year 2017-2018 as per their seniority. The limit of pay / advance and recovery of these advances are as under:-

Sr. No.	Category	Admissibility Conditions	Admissibility Limit of Advance and installments of Recovery
1	Advance for the purchase of Motor Car	University Employees drawing pre-revised basic pay of Rs.18000/- as on 01.07.2017 (before the implementation of 7 th PC) & above in any pay band shall be eligible for this advance.	(i) 20 Months pay subject to a ceiling of Rs.6.50 lakh or the actual price of the Motor Car whichever is less, recoverable in not more than 100 monthly installments. (ii) The advance for purchase of Motor Car shall be restricted to 85% of the cost of the vehicle and in all such cases at least 15% of the contribution towards the car must come as equity on part of the employee concerned.
2	Purchase of Motor Cycle / Scooter	Government Employees drawing Pay in any pay band shall be eligible for this advance.	(i) This advance can be applied only for purchasing a new Motor Cycle/Scooter. Rs.45000/- for Motor Cycle and Rs.35000/- for scooter or actual price of the vehicle whichever is less, recoverable in not more than 100 monthly installments.
3	Purchase of Moped	Government Employees drawing Pay in any pay band shall be eligible for this advance.	(i) This advance can be applied only for purchasing a new Moped. (ii) Rs.25000/- or actual price of the vehicle whichever is less, recoverable in not more than 100 monthly installments.
4	Purchase of Bicycle	Government Employees drawing Pay in any pay band shall be eligible for this advance.	(i) This advance can be applied only for purchasing a new Bi-cycle. (ii) Rs.2500/- or actual price of Bi-cycle whichever is less, recoverable in 20 equal monthly installments.

The rate of interest for the year 2017-18 has been fixed @ 7.8% and for second & third loan shall be over and above normal rate i.e. 1 and 2% more respectively. All other terms and conditions applicable to Haryana Government Employees shall be applicable to MDU employees as well. The Second and third advance will be granted only if the preceding advance obtained 8 years back (in case of Bi-Cycle once every 3 years) is cleared.

All the HODs' /Branch Officers' are requested to forward the applications with their specific recommendations after proper scrutiny & satisfying about the genuineness of the demand of the employees for the grant of Conveyance Loan so that only the genuine official can be paid loan. Applications complete in all respect should reach the Finance Officer by **22.12.2017**. It may, however, be noted that incomplete applications and of those received without required certificate of HODs'/Branch Officers' and received after due date shall not be entertained in any case.

NOTE:

- 1) Application is liable to be rejected if the applicant concerned does not respond within 30 days after receiving the letter.
- 2) The university employee whose previous advance is outstanding is not entitled for Second advance.
- 3) Only regular employee of the University can apply for Conveyance Advance.


FINANCE OFFICER

MAHARSHI DAYANAND UNIVERSITY ROHTAK
APPLICATION FORM FOR CONVEYANCE ADVANCE (2017-2018)

1. Name (in block letters) _____
2. Employee No. _____
3. Father's Name/Husband Name _____
4. Name of Deptt. / Branch _____ Designation _____
5. Whether service is regular _____
6. Basic Pay (as on 01.07.2017 before the implementation of 7th PC) _____
(Pay Slip be attached only in case of Car Loan)
7. Date of Joining in the Univ. Service on the regular post _____
8. Name of the vehicle _____
9. Anticipated price of the vehicle _____
10. Amount of Advance required _____
11. Date of Birth: Date: ___ Month ___ Year _____
12. Date of superannuation: Date: ___ Month ___ Year _____
13. Whether advance for the similar purpose(s) was obtained previously and if so whether Yes/No (please tick) the same has been adjusted by now.
 - i) Date of drawal of the Ist Advance _____
 - ii) Date of drawal of second advance _____
 - iii) The amount of advance (Ist/2nd) or interest thereon still outstanding if any ___
 - iv) Sale proceeds of previous vehicle alongwith proof in support thereof _____
14.
 - a) Certified that the information given above is complete and true.
 - b) Certified that I have not taken delivery of the vehicle on account of which I apply for the advance and that I shall complete negotiations for the purchase of it finally and take possession/purchase of the vehicle before the expiry of one month from the date of taking advance. Further I will get my vehicle insured under comprehensive insurance policy.
 - c) Certified that if I do not submit all documents of the vehicle including RC showing hypothecated agreement in favour of Registrar, M.D.U. Rohtak, photocopy of the purchase bill and photocopy of the insurance cover note within one month from the date of drawal of advance, the University is fully empowered to adjust entire salary (all allowances and pay) towards the advance till it is fully recovered or impose penal interest as per rules
 - d) Certified that I am unable to purchase the vehicle without University Loan.

NOTE:

1. The employee whose previous advance is still outstanding is not entitled for second /third advance.
2. Second and third advance will be granted only if the first /second advance taken 8 years back (in case of Bi-Cycle once every 3 years)
3. The agreement bond and affidavit with single quotation to be furnished in the office within 15 days after receiving the sanctioned letter.
4. Application is liable to be rejected if found incomplete or incorrect.

Recommended and forwarded

HOD/Branch Officer

Signature of Applicant

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. FO/2017/ 6082 to 6183
Dated: 29-11-2017

To

1. All the Heads of the Departments/Branch Officers, M.D.U.Rohtak
2. The Principal, University Campus School, Rohtak.
3. Director, Institute of Law & Mgt. Sector-40, Gurgaon.

Sub: Grant of House Building Loan for the year 2017-18

Application on the prescribed format complete in all respects are invited from the confirmed University Employees, who have completed 10 years of service, for grant of House Building Loan. The general terms and conditions for sanction of loan are as under:-

1. The total sum available under the Head 'House Building Loan' during the current financial year i.e. 2017-2018 is at present about Rs.10519326/- approximate only, which shall be disbursed among the Teaching and Non Teaching staff in the equal ratio on the basis of seniority with reference to the date of joining in this University.
2. The applicant shall have to attach a documentary proof of clear title of plot in his / her or his / her spouse favour. In case of the applicant having purchased plot from Haryana Urban Development Authority / Improvement Trust etc. he / she shall have to produce a certificate from the Estate Officer, HUDA or Secretary, Improvement Trust etc. that they have no objection to the Mortgage of the said plot in favour of the University. The applicant shall have to attach the approved building plan and estimated cost of construction of the house to be constructed from the competent authority failing which application shall be rejected.
3. The loanee shall be required to mortgage the house with the University on non-judicial stamp paper duly registered from Sub-Registrar @ Rs.15/- per thousand and Surety Bond.
4. Legal expenses, if any, in recovering the loan in default will be recovered from the defaulter.
5. Rate of interest shall be charged as per rate fixed by the State Government for such loan from time to time. At present the rate of interest is 7.8% p.a. for 1st time loan.
6. The loan is also admissible to an employee for renovation/repair of existing house which is atleast 5 years old to those employees who have not obtained any House Building Advance from the University earlier.

7. The advance for extension of existing living accommodation is also admissible only if the house in question is at least 5 years old to those employees who have not obtained any house building advance from the University earlier.
8. The Govt. of Haryana has recently decided to old forty basic pay only. The entitlement for the grant of House Building Loan, recovery etc. etc. shall be decided as per the Govt. rules and Regulations, which are in force at present.
9. The loan is granted on the following items:-
 - i) Construction of House
 - ii) Purchase of Built up House
 - iii) Repair/ Renovation of House
 - iv) Extension of Existing House
 - v) Purchase of Plot
10. The applicant is required to attach an affidavit on non-judicial stamp paper of Rs.10/- duly attested by Ist Class Magistrate to the effect that he or his dependent family member does not own a house anywhere in India.
11. The employees who are residing in University accommodation shall have to give an affidavit duly attested by a Ist Class Magistrate that they shall vacate the University accommodation within two years of the drawl of Ist instalment of House Building Advance.
 - i) These are the salient features only. However, the loan will be sanctioned as per provisions in the rules, approved by the University in this regard and included in University Calendar Vol. IV which may be consulted. The State Government rules as made applicable from time to time shall be made applicable as resolved by the Executive Council.
 - ii) Approved building site plan and clear title of plot / house are the pre requisition for House Building Advance.

The circular may be got noted from all the staff working in the Departments/ Branches, else the responsibility shall be on the HODs/Branch Officers.

The HODs/Branch Officers are also requested to record with regard to the necessity for the assistance solicited only those cases be recommended where all formalities have been completed or are to be completed in due course.

Applications on the enclosed prescribed form complete in all respects should reach the Accounts Branch of the University latest by 22.12.2017 duly recommended by the Head of the Department/ Branch Officer. In complete applications and those received after the expiry of due date referred to above shall not be entertained.


FINANCE OFFICER

APPLICATION FOR HOUSE BUILDING ADVANCE
(Rule 10,16,10,17,10,18,10,19 of the PFR Vol.I)

1. Name of the Applicant (in block letters) _____
2. a) Designation (Gazetted / Non Gazetted) _____
b) Employee No. _____
3. Father's Name/Husband Name _____
4. Name of Deptt./Branch _____
5. Emolument on which the loan is admissible (Old Scale as on 1.1.2009) _____
6. i) Basic Pay _____
ii) Special Pay _____
iii) Total _____
7. Head of Account _____
8. Amount of Advance applied for Recoverable in _____ instalment of Rs. _____
9. Purpose of Advance now: applied for _____
10. Whether any advance has been drawn previously for House Building / Repairs / Extension of House under any rules / scheme if so:
i) Date of drawal of the advance _____
ii) Purpose for which the advance was drawn _____
iii) Amount of Advance drawn _____
iv) Pay on which such advance was calculated: _____
Basic Pay + DP + _____ S.P. _____ Total _____
v) Rules / Scheme under which the advance was drawn _____
11. Whether the house built with an advance has been sold if so, indicate sale proceeds _____
12. Whether the house/plot purchased/ Constructed with the advance has been Mortgaged to Govt. as prescribed under the rules.
13. a) Date of birth of the applicant _____

- b) Date of entry into Govt. service _____
c) Date of Superannuation _____

14. Whether husband/wife is a University Employees, if so whether he/she has obtained any house building advance from M.D.U.R. _____
- 15 Whether permanent or temporary University servant, if temporary adequate surety of permanent Government servant to be furnished in addition to mortgaging the house to M.D.U. in the prescribed form on judicial paper worth Rs. 15/- _____
- 16 PURCHASE OF PLOT _____
- i) (Whether advance is required for the purchase of plot, if so, the details of the source of the plot purchased, the appox. Cost and a documentary proof with regard to the clear title of the seller of the plot may be attached (See rule 10.16 (vii) of P.F.R. Vol.I) _____
- ii) Whether the sanction of Govt. for the Purchase of plot, if negotiated from a source other than regular or reputed dealer has been obtained as required under Govt. Employee's Conduct Rules, 1966 if so, a copy of the sanction be attached. _____
- iii) A certificate to be effect that the advance is required for the construction of house at place for personal residence may be attached _____
- 17 CONSTRUCTION OF HOUSE :
- a) Whether advance is required for the construction of house on plot already purchased with own resources or from Government money if so, an attested copy of the conveyance deed executed may be attached. _____
- b) A Certificate to the effect that the sum will be utilized for construction of house only and if there are any surplus funds after the house has been completed that will be refunded at _____

- once may be attached. _____
- c) Documentary proof that the plans etc. have been approved by the HUDA/MC /Tehsildar concerned. _____
- 18 REPAIR OF HOUSE :
In case the advance is required for repair , a certificate to the following effect be added:- _____
- i) The repairs are required to make house Rehablitable _____
- ii) These are not in the nature of ordinary Repairs _____
- iii) These involve an outlay larger in comparison with the value of the house and that no such Advance for the repair has previously been drawn in respect of the same house and that ten years have elapsed since the drawal of the advance from the Government(Rule 10.19 of P.F.R.Vol I) _____
- 19 EXTENSION OF HOUSE ;
Whether the house proposed to be extended was constructed with the financial assistance from the State Government, if so, the details of the loan obtained may be specified as Under:- _____
- i) Total loan obtained _____
- ii) Pay at the time the loan was obtained
Basic Pay Rs. _____ SP _____ Total Rs. _____
- iii) If the loan was obtained under any other Scheme the amount of loan may be indicated Total _____
- iv) Documentary proof that plan for extension has been approved by the local body or the Estate Officer/Tehsildar. _____
- v) If any advance was drawn for repairs of the house earlier full details there of may be indicated _____
- 20 BUILT UP HOUSE ;
In case the advance is required for the purchase of Built up house the following certificate may be attached : _____
- i) Documentary proof to show that the bargain for the purchase of house has been finalized _____
- ii) The place and the full particulars of the house for which the advance is required. _____
- iii) Location of the dwelling unit in an approved colony _____

- iv) Valuation from B & R /MC/The _____
- v) Clear title of House duly verified by HUDA/MC/Teh _____
- 21. A certificate to the effect that the advance is required for the bonafide personal residence. _____
- 22. A certificate to the effect that the applicant has an undisputed title to the house/plot in the case of purchase of a built up house a certificate may be furnished that the house is free from all encumbrances. _____
- 23. Whether any funds earmarked for you by the University was surrendered during the last financial year and if so, full particulars there of together with reasons for surrendering the amount may be given. _____

- 24. An affidavit non – judicial paper worth Rs.3/- that the applicant has no other house/plot in India. _____

It is certified that the information given above is complete and true to the best of my knowledge and nothing has been concealed therein.

Dated: _____

(Signature of the Applicant)

Designation _____

Branch: _____

It is certified that the above information supplied by the applicant is correct according to the official record maintained in this office, it is also certified that the advance of Rs. _____ applied for is admissible and all formalities required to be complied with have been completed.

Place :

Dated:

(Signature of sanctioning authority)



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University accredited by NAAC

No. FO/UGC/17/ 6470-6569

Dated:- 23-11-2017

To,

1. All the Heads of the Departments / Branch Officers, M.D.U.Rohtak
2. The Principal, University Campus School, Rohtak.
3. Director, Institute of Law & Management, Sector-40, Gurgaon.

Sub: Grant of Advance for the purchase of Personal Computer/Laptop for the year 2017-2018.

Applications complete in all respects on the prescribed form are invited from the confirmed teaching as well as non-teaching staff of the University. There is no pay limit for the grant of Personal Computer / Laptop Loan during the financial year 2017-2018. The general terms and conditions for this advance are as under:-

1. The total sum available under the Head 'Personal' Computer / Laptop Advance' during the current financial year i.e. 2017-2018 is at present about Rs.8.00 lacs only. It will be disbursed in the equal ratio amongst the teaching and non-teaching staff on the basis of seniority on the basis of date of joining in the University on regular basis.
2. The applicants availing the loan shall be given advance and shall have to submit original bills in his/her or spouse favour, as a documentary proof.
3. The loanee shall be required to furnish an affidavit on non-judicial stamp paper to the effect that the advance has been utilized only for the purpose it was drawn.
4. Legal expenses incurred if any, in recovering the loan in default will be recovered from the defaulter.
5. The advance limit is upto Rs.35,000/- for the purchase of Personal Computer / Laptop or the real amount of the Computer so purchased, whichever is less.
6. The recovery is to be affected from the official / officer concerned in not more than 75 equal monthly installments alongwith interest.
7. To avoid mis-utilization, receipt / cash memo and comprehensive insurance of the Computer /Lap Top purchased by the loanee are required to be submitted within a period of one month from the date of drawl of advance.
8. Rate of interest shall be 7.8% and if the loan is utilized beyond the period of one month a penal interest at the rate of 10% over and above the normal rate of interest will be charged from the date of drawl of the loan, to the date of its Utilization.
9. Any other rules / regulations framed by the Haryana Government from time to time shall also be applicable.

10. The recovery of the advance shall be affected after one month from the date of advance.
11. The applicant is required to submit an affidavit on Non-judicial stamp paper of Rs.10/- duly attested to the effect that he or his dependent family member does not have a personal computer.

It has been decided that the Computer / Lap Top Advance shall be admissible once every 10 years during the sendee of the employees subject to the following conditions:-

- i) The prescribed rates of interest for the second and third advance shall be 1% & 2% respectively above the normal rate of interest on "Personal Computer / Lap Top Advance" prevailing at the point in time for disbursement.
- ii) Any subsequent advance on this account can be applied for only after clearing fully and finally the recovery / repayment liability of the preceeding account and NDC to this effect should be issued by the competent authority.

Applications on the enclosed prescribed form complete in all respects may be sent to the Accounts Branch and advance shall be sanctioned strictly on seniority basis. The last date for receipt of application is fixed as 15.12.2017 by 5.00 P.M.

Madhu
Asstt. Registrar (Accounts)
for Finance Officer

Endst. No.FO/2017/ 6470-6569

Dated 23-11-2017

Copy of the above is forwarded to the following for information and necessary action:-

1. Secretary to Vice Chancellor (for kind information of the Vice-Chancellor).
2. P.A. to Registrar (for kind information of the Registrar).

Madhu
Asstt. Registrar (Accounts)
for Finance Officer

MAHARSHI DAYANAND UNIVERSITY ROHTAK

APPLICATION FORM FOR COMPUTER / LAP TOP ADVANCE

1. Name (in block letters) _____
2. Employee No. _____
3. Father's Name/Husband Name _____
4. Name of Deptt. / Branch _____ Designation _____
5. Basic Pay + G.P. _____ Total _____
6. Name & Anticipated price of the Computer / Lap Top _____
7. Amount of Advance required _____
8. Date of Joining in the Univ. Service _____
9. Date of superannuation _____
10. Whether advance for the similar purpose(s)
was obtained previously and if so Date _____ Amount _____

i) Date of drawal of the Ist Advance _____

ii) Date of drawal of second advance _____

iii) The amount of advance (Ist/2nd)
or interest thereon still outstanding
if any _____

11. a) Certified that the information given above is complete and true.
- b) Certified that I do not own a Computer / Lap Top either in my name nor in my spouse name for which I apply for the advance and that I shall complete negotiations for the purchase of it, before expiry of one month from the date of taking advance that the insurance will be comprehensive in case of Computer.
- c) Certified that if I do not submit all documents of the Computer / Lap Top within one month from the date of drawal of advance, the University is fully empowered to adjust entire salary (all allowances and pay) towards the advance till it is fully recovered.
- d) Certified that I am unable to purchase the Computer without University Loan.

NOTE: The employee whose previous advance is outstanding is not entitled for second / third advance.

Signature of Applicant

CERTIFICATE

(To be furnished by the Head of the Deptt. / Controlling Officer)

- a) Certified that the purchase of Computer will increase the efficiency of the applicant while discharging the official duties and a sum of Rs. 35,000/- may please be sanctioned.

Dated: _____

Signature of the HOD/
Controlling Authority
with designation.