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1.9.14

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

No.FO/S&L/14/8081-8180

Dated: 1-9-14

To

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

Sub: **Grant of Conveyance Advance for the year 2014-15**

Applications on prescribed form given overleaf are invited for the grant of Conveyance Loan to the University Employees for the financial year 2014-2015 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	Government Employees drawing revised basic pay of Rs.18000/- & above in any pay band ( <b>Revised pay &amp; grade pay</b> ) shall be eligible for this advance.	20 Months pay subject to a ceiling of Rs.6.50 lacs 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. (ii)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 2014-15 has been fixed @ 8.7 % 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 **29.09.2014 by 3.00 P.M.** 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.

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**FINANCE OFFICER**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**APPLICATION FORM FOR CONVEYANCE ADVANCE (2014-2015)**

1. Name (in block letters) \_\_\_\_\_
2. Employee No. \_\_\_\_\_
3. Father's Name/Husband Name \_\_\_\_\_
4. Name of Deptt. / Branch \_\_\_\_\_ Designation \_\_\_\_\_
5. Basic Pay: \_\_\_\_\_  
**(Pay Slip be attached only in case of Car Loan)**
6. Date of Joining in the Univ. Service on the regular post \_\_\_\_\_
7. Name of the vehicle \_\_\_\_\_
8. Anticipated price of the vehicle \_\_\_\_\_
9. Amount of Advance required \_\_\_\_\_
10. Date of Birth: \_\_\_\_\_
11. Date of superannuation \_\_\_\_\_
12. 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/2<sup>nd</sup>)  
or interest thereon still outstanding  
if any \_\_\_\_\_  
iv) Sale proceeds of previous vehicle  
alongwith proof in support thereof \_\_\_\_\_
13. 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