

**Form of Application for Property Loan for the University/Higher Educational Institution Staff**

1. Full name of the Officer :
2. Permanent post (Class/Grade at present) :
3. National Identity Card No. :
  - a) Permanent address Personal :
  - b) Official :
4. Telephone No.
  - a) Personal :
  - b) Official :
5. Purpose for which the loan is applied for :  
(vide Section 1)
6. Amount of the loan applied for (vide Section 4.i) :
7. Name of the Bank and branch (vide section 7) from which the loan is sought :

I agree to obtain the loan in terms of the provisions for the grant of this circular and the rules and regulations enforced by the bank there under.

.....  
Date

.....  
Signature of the Applicant of the Loan

**To the Establishment branch of the University/Higher Educational Institution of**  
.....

1. Date of first appointment :
2. Date of Birth : ..... Age on the date of application .....
3. a) Whether the applicant is holding a permanent post ?  
b) If so, from which date ?
4. Particulars of any loans already obtained from the University/Higher Educational Institution .....

<b>Type of the Loan</b>	<b>Amount outstanding as on the date of the application</b>

5. Particulars of monthly salary
- a) Consolidated salary per month : .....
  - b) Allowances : .....
  - c) Total Gross salary (sum of a+b) : .....
  - d) Total deductions (inclusive of obligatory deductions) .....
  - e) Net salary (salary particulars for the relevant month to be attached)
  - f) Maximum amount of the loan that can be granted to the officer subject to the provisions of Section 4.i of this Circular  
 (In figures .....)  
 (In letters .....)
6. Particulars of any charges of misconduct pending against the officer or any charges of misconduct under investigation .....

..... Snr. Asst./Asst. Bursar Salaries	..... Snr. Asst./Asst. Registrar Establishment
..... Date	..... Date

**Recommendation of the Secretary of UGC/Registrar of the University/ Higher Educational Institution**

My No .....  
 University/Higher Educational Institution .....

Manager,  
 ..... Bank  
 ..... Branch

I approve the payment of the property loan as recommended by the Bank to Mr./Mrs./Ms./ ..... in terms of the provisions of the circular applicable to the University/Higher Educational Institution staff and rules and regulations enforced by the bank there under.

Further, I agree to submit monthly, to the bank, in terms of the Section 8 of the said circular, the loan installment calculated by the bank from his/her salary, as recommended by the bank, together with interest and loan installment leviable from the employee, including the amount of the interest to be borne by the government.

Signature : .....  
 Name : .....  
 Designation : .....  
 Date : .....  
 Official frank : .....