

**NOTICE**


Subject:- **GRANT OF ADVANCE FOR HOUSE BUILDING (FOR THE YEAR 2022-23)**

Applications are invited from the University employees having more than **05 years regular service** for grant of Advance for **House Building**. The application on prescribed proforma duly filled in by the applicant concerned and recommended by the Head of Department concerned complete in all respect addressed to the Registrar, should reach in this office up to **10 Feb 2023 (Friday)**.

- i. Advance may be made by the competent authority to University Employee who desire to build house for occupation by themselves or by their families at places where no house are available, or where house rent is exceptionally high. The advance shall be admissible for the construction of a house anywhere in Pakistan.
- ii. If an advance is paid in lump sum, the recovery shall commence from the 4<sup>th</sup> issue of pay after the payment of the advance.
- iii. The amount of the advance should be regularized as not to require a University Employee to pay more than one-fourth of his pay in any month, should his remaining period of service be less than 10 years.
- iv. No advance to a University Employee shall exceed his thirty six months pay and not more than one advance shall be made of the same house and no University Employee may receive a second advance while any portion of a previous advance with interest accrued thereon is outstanding against him.
- v. Advances will be recovered by the deduction of monthly installments, equal to over one hundred and twentieth part of the total advance, from the pay bills of the University Employee concerned. The authority sanctioning an advance may, however, permit recovery to be made in a smaller number of installments, if the University Employee receiving advance so desires. The amount of interest will be recovered in one or more installments, each such installment being not appreciably greater than the installments by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of the principal has been repaid.
- vi. At the time of drawing the advance the University Employee will be required to execute an agreement in the format approved by the government for the purpose. No advance will be granted until this agreement has been signed. This condition should be clearly stated in all orders sanctioning such advance. When the advance is drawn, the sanctioning authority will furnish to the Treasurer a certificate that an agreement in prescribed form has been signed by the University Employee drawing the advance and that it has been examined and found to be in order.
- vii. A mortgage bond will be prepared in Form prescribed by the government.

**Note:**

- > All Terms and conditions will be applied as per Financial Rules 2012.
- > The Government Rules governing house building advance shall be followed where the University rules on the subject are silent.

  
(EHSAN AHMAD)  
Deputy Registrar  
for Registrar

Copy to: (with request to kindly circulate the same among the employees concerned of the Department/Section/Branch, please):-

1. All Deans of Faculties
2. All Chairmen of Academic Departments
3. All Heads of Non-Teaching Departments
4. All Members of Committee
5. The Treasurer
6. The Resident Auditor
7. Secretary to the Vice Chancellor
8. PA to the Registrar (for record)
9. Concerned file