

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No.FO/URS/Ex-gratia/19/_____

Dated: _____

To

All the Heads of the Departments/ Branch Officers M.D.U. Rohtak
The Principal, University Campus School, Rohtak
Director, the Centre for Professional and Allied Studies, Gurugram

Sub: Grant of Conveyance Advance for the year 2019-20

Applications on prescribed form attached with the notification are invited for the grant of Conveyance Loan to the University Employees for the financial year 2019-2020. The limit of pay / advance and recovery of these advances from the employees drawing salary / pay as per 7th CPC are as under in **Table – A** and the employees who are drawing salary / pay as per 6th CPC those will be governed as per **Table – B**.

Table – A (as per 7th CPC)

VEHICLE LOAN	
(i) Car Loan	i) Government employees drawing revised pay of ₹ 45,000/- & above, in any pay matrix shall be eligible for this advance. ii) 15 Months basic pay subject to a maximum ceiling of ₹ 6.50 lakh (₹ Six lakh fifty thousand) or 85% of the actual price of the Motor Car, whichever is less. iii) Rate of interest shall be equal to that of GPF on first loan and 2% excess if drawn 2 nd time and 4% excess if drawn 3 rd time. iv) The 2 nd and 3 rd loan will be granted only after issuance of the NDC of Previous loan.
(ii) Motor Cycle/ Scooter Loan	i) This advance shall be availed only for purchasing a new Motor Cycle/ Scooter. ii) ₹ 50,000/- (₹ Fifty thousand) for Motor Cycle and ₹ 40,000/- (₹ forty thousand) for scooter or actual price of the vehicle, whoever is less. iii) Rate of interest shall be equal to that of GPF on first loan and 2% excess if drawn 2 nd time and 4% excess if drawn 3 rd time. iv) The 2 nd and 3 rd loan will be granted only after issuance of the NDC of Previous loan.
(iii) Cycle Loan	i) This advance shall be availed only for purchasing of a new Bi-cycle. ii) ₹ 4,000/- (₹ four thousand) or actual price of Bi-cycle, whichever is less. iii) Rate of interest shall be equal to that of GPF. iv) The second and third advance will be available at the same rate of interest prescribed for first Bi-cycle advance by the State Government.

Table – B (as per 6th CPC)

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 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.

Rate of interest shall be equal to that of GPF on first loan and 2% excess if drawn 2nd time and 4% excess if drawn 3rd time. 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 **15.10.2019**. 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.
- 4) The Conveyance Advance will be disbursed on the seniority basis.

Encl: Conv. Adv. Application Form


FINANCE OFFICER

MAHARSHI DAYANAND UNIVERSITY ROHTAK
APPLICATION FORM FOR CONVEYANCE ADVANCE (2019-2020)

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 _____ Contact No. _____
6. Basic Pay (if getting the salary under 7th CPC) _____
(if getting the salary under 6th CPC _____)
(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