National University  
of Computer and Emerging Sciences

**Loan Request Form**





**Requisitioner**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | |  | | Designation |  | | |
| Emp ID | |  | | Campus |  | | |
| Project name | |  | | | | | |
| Funding agency name | |  | | | | | |
| Budgeted amount (Rs) | |  | | | | | |
| Project start date | |  | | Bank account details |  | | |
| Purpose of loan | |  | | Loan request month |  | | |
| **Previous loan details (if any)** | | | | | | |
| S # | Period | | | Amount | Loan status | | |
|  |  | | |  | Returned | Not returned | |
| 1 |  | | |  |  |  | |
| 2 |  | | |  |  |  | |
| 3 |  | | |  |  |  | |
|  | **TOTAL** | | |  |  |  | |
| **Current loan breakdown of salaries for the month of** | | | | | | | |
| S # | Name | | Designation | Period | Net Pay | | |
| 1 |  | |  |  |  | | |
| 2 |  | |  |  |  | | |
| 3 |  | |  |  |  | | |
| 4 |  | |  |  |  | | |
| **TOTAL** | | | |  |  | | |
| Date |  | | | Signature |  | | |

**Campus Accounts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attachments (Please check relevant box) | | | | |
| Verified | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | Not Verified | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| 1. Salary Verification | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |  | |
| 1. Bank Statement | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |  | |
| 1. Remaining Project Balance | Rs |  |  | |
| 1. Recommended Amount | Rs |  |  | |
| Prepared & forwarded by |  | | Designation |  | |
| Date |  | | Signature |  | |

**Campus Director**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | | Not Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
|  | | | | | |
| Name |  | | | | | |
| Date |  | | Signature | | |  |

**NUCES-HQ**

**ORIC**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks by Grants Management Officer |  | | | | |
| Date |  | | | Signature |  |
| **Director ORIC** | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
| Date: |  | | | Signature |  |

**Internal Auditor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Treasurer**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Remarks | Recommended | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | Not Recommended | | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png |
|  | | | | |
| Name |  | | | | |
| Date |  | | | Signature |  |

**Rector**

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks | Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Not Approved | C:\Users\Admin\AppData\Local\Temp\msohtmlclip1\01\clip_image001.png | |
| Name |  | | |
| Date |  | Signature |  |