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 ☐		Not Verified ☐	
1) Salary Verification	☐		
2) Bank Statement	☐		
3) Remaining Project Balance	Rs		
4) Recommended Amount	Rs		
Prepared & forwarded by		Designation	
Date		Signature	

Campus Director

Remarks	Recommended ☐	Not Recommended ☐
Name		
Date	Signature	

NUCES-HQ

ORIC

Remarks by Grants Management Officer				
Date	Signature			
Director ORIC	Recommended	☐	Not Recommended	☐
Date:	Signature			

Internal Auditor

	Recommended	☐	Not Recommended	☐
Remarks				
Name				
Date	Signature			

Treasurer

	Recommended	☐	Not Recommended	☐
Remarks				
Name				
Date	Signature			

Rector

	Approved	☐
Remarks	Not Approved	☐
Name		
Date	Signature	