

National University

of Computer & Emerging Sciences

LAPTOP LOAN PROFORMA

SECTION-1 (TO BE FILLED BY THE APPLICANT)			
Emp Name		Emp ID	
Campus		DOJ	
Designation		Department	
Request Date			
Official Equipment already issued (if any)		Make & Model of item to be purchased	
Amount requested	Rs	Signature	
Documents	i) The amount of loan shall be up to a maximum of Rs 100,000 and repayment of loan will be in TWELVE equal installments. ii) Kindly attach Quotation with this Proforma.		
SECTION-2 (TO BE FILLED BY REPORTING OFFICER)			
Remarks			
Name	Date	Signature	
SECTION-3 (TO BE FILLED BY ACCOUNTS DEPARTMENT)			
Previous Loan installment (if any)			
Name:	Date	Signature	
SECTION-4 (TO BE FILLED BY DIRECTOR)			
Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
Reason for Refusal (if any)			
Name:	Date	Signature	
SECTION-5 (TO BE FILLED BY TREASURER – NUCES-HQ)			
Remarks	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
Reason for Refusal (if any)			
Amount Approved	Rs	Installment Approved	Rs
			Start of Installment
Name:	Date	Signature	
SECTION-6 (TO BE FILLED BY RECTOR)			
Remarks	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	
Reason for Refusal (if any)			
Name:	Date	Signature	
SECTION-7 (TO BE FILLED BY NUCES-HQ, HR)			
NUMUN updated by	Date	Signature	

AFFIDAVIT

I, _____, CNIC _____
resident of _____,
employed as _____

hereby agree to obtain a loan of Rs _____ from National University of Computer &
Emerging Sciences for purchase of _____.

I agree to repay the loan through deduction from monthly salary.

In case of leaving the job before returning the entire loan, I agree to repay the outstanding
balance immediately, or authorize the University to deduct it from my dues (salary and/or
provident fund).

I understand that this loan has been given to me so that I can use this equipment both for my
official and personal use.

Employees Signature: _____ Date: _____