

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 the 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 |  |

**Director Finance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |