

LAPTOP LOAN APPLICATION PROCEDURE

1. The Campus Director shall inform the staff through a circular about this loan scheme. Faculty (Lecturer or above) should submit a duly filled 'Loan Application' form (attached) to Head of Department which shall be available at accounts office and campus website.
2. After recommendation of HOD loan application shall be submitted to accounts office for clearance of any financial liability and after clearance it shall be forwarded to Director Campus for approval.
3. After approval from Director Campus, it shall be reverted to Accounts office and a copy to HR office for their necessary records.
4. Accounts office shall prepare a funds request and send it to Rector/Treasurer office at HQ along with attached approved application form.
5. Keeping in view available financial resources, the Head Office will then decide about the number of applications to be approved for loan.
6. The campuses will be informed about the decision of the **Head Office**.
7. After approval by the Rector it shall be submitted to SG FAST for release of funds to campus and one copy shall be submitted to HR Office at HQ for their incorporation into HRIS.
8. If an employee is given loan to purchase a laptop, then s/he must return the University laptop.
9. A copy of the approved application should be sent to the campus IT department which should collect the laptop from the employee after s/he buys one.
10. The employee shall then purchase the laptop directly or through the campus. The invoice must state specifications, price and serial number of the purchased laptop.
11. The employee shall submit an affidavit (**attached on a stamp paper of Rs. 20**) that he/she shall
 - a. repay the outstanding loan in the stipulated monthly installments
 - b. in case of employees dis-association from the University, he/she agrees to immediately repay the entire outstanding loan or authorize the university to deduct it from his salary, or adjust against provident fund balance

Annex-II to IOM No. 4-HR/21

LAPTOP LOAN APPLICATION FORM**SECTION-1 (TO BE FILLED BY APPLICANT)**

Emp ID		Emp. Name	
Joining Date			
Designation		Department	
Campus		Request Date	
Official Equipment already issued (if any)		Make & Model of item to be purchased	
Amount requested	Rs	Signature	
Note	The amount of loan shall be up to a maximum of Rs 200,000 and repayment of loan will be in Twenty-Four (24) equal installments.		

SECTION-2 (TO BE FILLED BY REPORTING OFFICER)

Comments (if any)				
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)

Comments (if any)				
Name:		Date		Signature

SECTION-5 (TO BE FILLED BY RECTOR)

Reason for Refusal (if any)				
Name:		Date		Signature

SECTION-6 (TO BE FILLED BY HR OFFICE – NUCES-HQ)

HR updated by		Date		Signature
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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: _____