



**OFFICE ORDER/कार्यालय-आदेश**

**Sub/विषय:** MANUU – Administration –Sanction of Advance for purchase of personal Computer – Orders – Issued.

**Ref/संदर्भ:** Approval of the Vice-Chancellor dated: 10.03.2023

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Sanction is hereby accorded for payment of advance for purchase of Personal Computer to the following Officials as per the amount mentioned against each:-

**Group (A) Employees:-**

S.No.	Name	Designation and Department/Section	Amount of Advance	No. of Instalments
1.	Dr. Amena Tahseen	Associate Professor, Dept. of Women Education	50000	25
2.	Dr. Mohd Aijaz Ashraf	Regional Director	50000	25
3.	Prof. Shahida	Professor, Dept. of Women Education	50000	25
4.	Prof. P. H. Mohammed	Professor	50000	132
5.	Ms. Parveen Qamar	Assistant Professor, Dept. of Women Education	50000	30
6.	Prof. Aziz Bano	Professor Dept. of Persian	50000	100
<b>Group (B&amp;C)</b>				
7.	Mr. B. Rupesh Kumar	OA, Polytechnic, Hyderabad	50000	100
8.	Mr. Ishrat Rafiq	Lab Assistant	50000	60
9.	Ms. Maiser Jan	Library Assistant,	50000	60
10.	Mr. Tasdeeq Ahmed Shah	LDC, MANUU RC Srinagar	50000	36
11.	Mr. Faizan	Lab Assistant	50000	60
12.	Mr. T.M. Shameel	OA, RC Bangalore	50000	60
13.	Ms. Fatima Begum	Kitchen Attendant	50000	100
14.	Mr. G. Kumar	Driver, Transport Section	50000	80
15.	Mr. A Sujeeth Kumar	OA, Dept. Of MCJ	50000	75
16.	Mr. Menga Vijay Kumar	LDC, CSSE&IP	50000	100
17.	Mohd. Mustafa Ali	Library Assistant	50000	100
18.	Mr. Umesh Kumar Rai	UDC, MANUU, SRC Lucknow	50000	25
19.	Md. Abdul Majid	LDC, Model School, Hyderabad	50000	50
20.	Mr. Sanaki Ravi	Lab Assistant, CS&IT	50000	150

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A+" Grade by NAAC)

ADMINISTRATION - SECTION



The advance sanctioned shall be recovered in monthly installments as mentioned against each, commencing from the month following in which the advance is drawn. The interest will be charged after repayment of Principal amount as per the existing interest rates of GOI.

However, the officials shall submit the original GST invoice/bill with make and model number to the Administration Section after drawal of the Computer advance within a period of 15 days from the date of drawal of advance, failing which the entire amount together with interest shall be recovered. The Officials are required to submit a Mortgage Bond as per the format attached herewith.

Necessary entries shall be made in the Service Books of the individuals.

# By Order #

To

The Finance Officer, MANUU

Copy to:

1. Individuals concerned
2. ER-I (personal file)
3. ER-II (personal file)

Registrar

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THE SCHEDULE

Description of Motor Vehicle. /computer

Maker's name.

Description/Model No.

No. of Cylinders.

Engine Number.

Chassis No.

Cost Price.

IN WITNESS WHEREOF the Mortgagor/Borrower has hereunto set his hand and Shri.....in the Ministry/Office of ..... for and on behalf of the President of India has hereunto set his hand.

Signed by the said

in the presence of

1 .....

2 ..... (Signature of Witnesses) (Signature and designation of the Borrower) Signed by..... (Name and designation)

for and on behalf of the President of India in the presence of

1.....

2.....

(Signature of Witnesses)

(Signature and designation of the Officer)

Schedule hereunto written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Motor Vehicle and/or the entire customs duty payable and that the same is his absolute property and that he has not pledged and so long as any money remain payable to the President in respect of the said advance will not sell, pledge or part with the property in or possession of the said Motor Vehicle, PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in Government service or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Vehicle or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgment against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the President may on the happening of any of the events hereinbefore mentioned seize and take possession of the said Motor Vehicle and either remain in possession thereof without removing the same or else may remove and sell the said Motor Vehicle either by public auction or private contract and may out of the sale moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realizing his rights hereunder and shall pay over the surplus, if any to the Borrower, his executors, administrators or personal representatives PROVIDED FURTHER that the aforesaid power of taking possession or selling of said Motor Vehicle shall not prejudice the right of the President, to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Vehicle being sold the amount by which the net sale proceeds fall short of the amount owing AND THE Borrower hereby further agrees that so long 61 as any moneys are remaining due and owing to the President he will not permit or suffer the said Motor Vehicle to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Motor Vehicle, the Borrower will forthwith have the same repaired and made good.

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FORM IV

[ See Rule 29 ]

**Form of Mortgage Bond for Motor Vehicle/ Personal Computer 1 – Initial advance**

THIS INDENTURE made this ..... day of .....two thousand and.....  
BETWEEN .....(hereinafter called "the Borrower", which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the PRESIDENT of India (hereinafter called "the President", which expression shall include his successors and assigns) of the other part. WHEREAS the Borrower has applied for and has been granted an advance of Rupees .....to purchase a Motor Vehicle and/or to pay customs duty in respect of a (the) Motor Vehicle on the terms of Rules 21 to 30 of the Compendium, of the Central Government (hereinafter referred to as "the said Rules" which expression shall include any amendment thereof or addition thereto for the time being in force) AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Motor Vehicle to the President as Security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased and/or paid customs duty with or partly with the amount so advanced as aforesaid the Motor Vehicle particulars whereof are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the considerations aforesaid the Borrower doth hereby covenant to pay to the President the sum of Rs .....aforesaid 1 ."For mortgage of Personal Computer substitute "Personal Computer" for "Motor Vehicle". 60 or the balance thereof remaining unpaid at the date of these presents by equal payments of Rs.....each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules or where, in the event of his proceeding on deputation out of India for a period exceeding twelve months or of his being transferred to a post outside India, the competent authority has allowed repayment of the amount of advance remaining unpaid and/or interest as aforesaid on the happening of such an event, in rupees in India, the Borrower doth hereby agree to pay to the President such dues by remittance through Bank draft drawn by the 15th of every month in favour of the Accounts Officer in whose books the accounts of the aforesaid advance are kept, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer unto the President the Motor Vehicle the particulars whereof are set out in the