OFFICE ORDER

Sub: MANUU - Administration -Sanction of Advance for purchase of personal Computer - Orders - Issued.

Ref: Approval of the Vice-Chancellor dated 6.03.2020.

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:- (Teaching & Non Teaching)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation and Department/Section</th>
<th>Amount of Advance</th>
<th>No. of Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Abdul Rasheed Shaik</td>
<td>Assistant Registrar UGC, HRDC</td>
<td>50000</td>
<td>75</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Shafayat Ahmad</td>
<td>Assistant Professor, CTE Darbhanga</td>
<td>50000</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Mr. Abrar Ahmad</td>
<td>Assistant Registrar Planning &amp; Development</td>
<td>50000</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Mr. Nishar Ahmad Peerzade</td>
<td>ARD, RC-Mumbai</td>
<td>49800</td>
<td>150</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Banwari Lal Meena</td>
<td>Assistant Professor, DDE</td>
<td>50000</td>
<td>150</td>
</tr>
<tr>
<td>6</td>
<td>Mr. Ahmad Talha Siddiqui</td>
<td>Assistant Professor, CTE-Darbhanga</td>
<td>50000</td>
<td>60</td>
</tr>
</tbody>
</table>

Group (B) Employees:- (Teaching & Non Teaching)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation and Department/Section</th>
<th>Amount of Advance</th>
<th>No. of Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mrs. Shabnum Nazir</td>
<td>Assistant, Account Officer, CTE, Srinagar</td>
<td>50000</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>Mrs. Razia Rasool</td>
<td>Assistant, ASCW, Srinagar</td>
<td>50000</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Mohd. Shawnavaz Ali Qureshi</td>
<td>Computer Programmer, CIT</td>
<td>50000</td>
<td>60</td>
</tr>
<tr>
<td>4</td>
<td>Mrs. Azra Rasheed, PRT</td>
<td>Model School Hyd</td>
<td>50000</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Mujawar Rizwan Ahmad Baboso,</td>
<td>Sr. Technical Assistant, CIT</td>
<td>50000</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>Mr. Naveed Anjum</td>
<td>Sr. Technical Assistant, CIT</td>
<td>50000</td>
<td>60</td>
</tr>
</tbody>
</table>
### Administration - Section

Group (c) Employees:-(Non Teaching)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name,</th>
<th>Designation and Department/Section</th>
<th>Amount of Advance</th>
<th>No. of Instalments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mr. Shaiq Naveed,</td>
<td>UDC, Dept. of Translation</td>
<td>50000</td>
<td>72</td>
</tr>
<tr>
<td>2.</td>
<td>Mr. Abdul Razzak</td>
<td>MTS, Model School Hyd</td>
<td>50000</td>
<td>150</td>
</tr>
<tr>
<td>3.</td>
<td>Mr. Mohd. Habeebuddin,</td>
<td>LDC F&amp;A, Section</td>
<td>50000</td>
<td>150</td>
</tr>
<tr>
<td>4.</td>
<td>Mr. M.A. Shoukath Pasha</td>
<td>MTS, CSSEIP</td>
<td>50000</td>
<td>150</td>
</tr>
<tr>
<td>5.</td>
<td>Mr. Irfan Ahmad Khan,</td>
<td>UDC CTE, Darbhanga</td>
<td>50000</td>
<td>25</td>
</tr>
<tr>
<td>6.</td>
<td>Mr. Mohd. Hassan,</td>
<td>UDC, ER-2</td>
<td>50000</td>
<td>60</td>
</tr>
<tr>
<td>7.</td>
<td>Mr. Shaik Abdul Habeeb Arif</td>
<td>MTS, School of Edu &amp; Trng.</td>
<td>50000</td>
<td>50</td>
</tr>
</tbody>
</table>

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 @11.5% p.a. after repayment of Principal amount.

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)
4. CIT, MANUU (for uploading on MANUU website)

Gachibowli, Hyderabad – 500 032, Telangana, India
Admin Tel Fax – 040- 23006609 Email: manuuang@gmail.com
MANUU EPABX 2300-6612, 13, 14, 15
Website: www.manuu.ac.in
FORM IV
[See Rule 29]

Form of Mortgage Bond for Motor Vehicle/Personal Computer I – 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 herewith.

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 I ."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
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.
THE SCHEDULE

Description of Motor Vehicle.

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)