

ANDHRA UNIVERSITY

Grams: UNIVERSITY, VISAKHAPATNAM
Telephone: VISAKHAPATNAM No.2844000
Telex: 333 - 365 AU IN



All official letters, packages, etc.,
should be addressed to the Registrar
by designation and not by name

VISAKHAPATNAM,
Date: 04-01-2022.

No.A.VIII(4)/VL Circular/2022.

CIRCULAR

Sub: Sanction of Vehicle Loan to the permanent employees of AU, for the year 2021-2022 – Applications called for
Ref: G.O.Ms.No.167 Finance (HR.VI-A&L-TA) Department, Dt, 20-09-2017.

Applications are invited in the prescribed formats from the permanent Teaching and Non-teaching employees of the University for sanction of Vehicle Loan for purchase of Scooter/Car during the year 2021-22. The duly filled in applications should reach this office through proper channel on or before 20-01-2022.

Applications along with enclosures received after the due date will not be considered and no correspondence will be entertained in this regard. Prescribed application forms can be had from A-VIII Section, CAO, AU. On all working days. The Rate of interest for Class IV employees @5.00% per annum: for others @5.50% per annum.

ELIGIBILITY:

- i) The employee who are drawing minimum basic pay of Rs.22,460/- for Scooter loan & Rs.37,100/- for Car loan.
- ii) All the permanent employees, who put in more than 5 years of services as on the date of circular (Xerox copy of service certificate must be enclosed).
- iii) Applicant should draw 50% of the gross salary for availing Vehicle(Scooter/Car) Loan for last three months.
- iv) The Instalments should be arranged in such a way that the total amount with interest will be recovered before the date of employee retirement.(i.e. the incumbent's retirement within five years are not eligible for loan)
- v) Loans shall be sanctioned strictly as per eligibility and seniority of the applicants.
- vi) The Vehicle (Scooter/Car) loan advance once availed during the service is not eligible.
- vii) In case any misuse of loan noticed, the total amount with interest will be recovered at lumpsum.


(P.V.S.N.V.SAMBAMURTHY)
DEPUTY REGISTRAR (ACCOUNTS)

Copies to:

- All Principals of the University Colleges, A.U. Waltair.
- All Head of Offices/Departments of University, A.U. including P.G.Centres.
- The Secretary to Vice-Chancellor and P.A. to Registrar, C.A.O.
- All Deans and Coordinators, C.A.O. A.U.
- The Finance Officer,
- The Controller of Examinations, A.U. Waltair.
- The Executive Engineer, Civil, Electrical and Mechanical, A.U. Waltair.
- All the Principals of A.U. Study Centres.
- The University Engineer, A.U. Waltair.
- All the Deputy Registrar's & Asst., Registrar's of A.U. Waltair.
- All Superintendents of all Sections in C.A.O, A.U. Waltair.
- O.O.F.

(Tick this box)

Scooter	Car	
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E.No.

APPLICATION FORM FOR SANCTION OF ADVANCE FOR PURCHASE OF A SCOOTER/CAR

1. Name of the Employee :
2. Designation :
3. Office Address :
4. Pay Particulars

Basic	Gross	Net Salary
5. Date of appointment in the regular scale of pay :
6. Date of Birth :
7. Date of Retirement on attaining the age of superannuation :
8. a) Name of the Agency Scooter/Car to be purchased :
b) Anticipated price of the New Scooter/Car :
c) Amount of advance if already drawn for the above purposes :
d) Are any negotiations or preliminary enquiry being made, so that delivery may be taken of the Scooter/Car within one month from the date of drawl of the advance :
e) Certified that the information furnished above are true to the best of may knowledge and belief :
f) Certified that the I have not taken any advance for the above purpose. I shall insure the Vehicle within one month from the date of taking delivery of it, I have been sanctioned advance :
9. (i) Whether the employee is/was in possession of Scooter/Car :
(ii) If so, the amount or the anticipated amount of the Sale – proceeds of the Scooter/Car :
10. Amount of Advance applied for :
11. Employee Mobile Number :

Date:

SIGNATURE OF THE APPLICANT

Certified that the information given by the applicant is correct.

Head of the Department/Office

Encl: Service Certificate, Last three months salary bills.