



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

No.FO/Loan/21/ 289-388  
Dated: 7-5-2021

Through e.mail

To

1. All the Head of the University  
Teaching Department/ Branch Officer,  
M.D.University, Rohtak.
2. The Director,  
Centre for Professional & Allied studies, Gurgaon
2. The Director,  
University Campus School, Rohtak

**Sub: Wheat loan for the Year 2021-22**

Sir/ Madam,

The Vice-Chancellor has approved grant of interest free loan of Rs. 20,000/- (Rs. Twenty thousand only) to all employees of the University, upto the level of class C & D, who wish to utilized this loan for buy wheat for their own consumption during the year 2021-22 on the following term and conditions:

1. A certificate may be obtained within one month of the drawl of the advance from the loanee to the effect that he/ she has utilized the loan for the purchase of wheat.
2. The officer concerned, before sanctioning the advance, should satisfy himself/ herself that the incumbent will continue in service until full recovery of the total amount of advance recovered.
3. The recovery of the first installment of the advance should preferably be made from the pay for the month of May, paid in June 2021 and total recovery will be made before the close of F.Y/ 2021-22.
4. The advance should not granted to those employees who are on deputation to other Government/ corporations and local bodies etc.
5. The advance will not be admissible to work charged, contractual and daily wages employees.
6. Where both husband and wife are employed, the wheat advance should be allowed to only one of them.

The Branch Officer/ HOD's concerned should certify the correctness of the particulars filled in by the employees. The latest photocopy/ original pay slip of the employee concerned may also be attached with the form.

You are, therefore, requested kindly to send duly recommended application of the entitled employees working under your kind control to the Loan Section of Accounts Branch latest by 17.05.2021.

It may, however, be ensured that the application complete in all respect only are forwarded. Forwarding letter must be in duplicate and should contain particulars regarding Name of the applicant, Employees No. and Designation.

Incomplete application or application received after the last date shall not be considered. Performa of loan application is enclosed herewith.

  
ASSISTANT REGISTRAR (ACCOUNTS)

Encl's : As above

CC to:

1. O.S.D. to Vice-Chancellor (for kind information of the Vice-Chancellor), M.D.University, Rohtak
2. O.S.D. to Registrar (for kind information of the Registrar), M.D.University, Rohtak



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

**APPLICATION FOR WHEAT ADVANCE DURING THE YEAR 2021-22**

1. Name of the employees (in capital letters) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Designation with class C/D \_\_\_\_\_
4. Branch/ Department \_\_\_\_\_
5. Employees No. \_\_\_\_\_
6. Nature of appointment Confirmed/ regular
7. Date of retirement \_\_\_\_\_
8. Amount of advance required Rs. 20,000/- (Rs. Twenty thousand only)
9. Last date of submission of application 17.05.2021

I promise to produce a certificate that the amount of loan utilized for the purchases of wheat within one month from the date of drawl of the loan.

Certified that my husband/ wife is a University/ Govt. employees and he/ she is not drawing/ applying for such loan.

Recommendation of the Branch Officer/ H.O.D

(Signature of applicant)  
With revenue stamp

**NOTE: PLEASE ATTACH THE COPY OF SALARY SLIP WITH THE APPLICATION**

**THE ADVANCE SHOULD NOT BE GRANTED TO THOSE EMPLOYEES WHO ARE ON DEPUTATION.**