



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

Through e.mail

No.FO/Loan/2026/ 4383-4483
Dated: 21/5/2026

To

1. All the Heads of the University
Teaching Department/Branch Officers,
M.D. University, Rohtak.
2. The Director,
MDU Centre for Professional & Allied Studies, Gurugram

Sub: Wheat loan for the Year 2026-27

Sir/ Madam,

The Vice-Chancellor has approved grant of interest free loan of Rs. 27,000/- (Rs. Twenty Seven thousand only) out of '**Welfare Measure Scheme**' to Class C employees of the University, who wish to utilized this loan to buy wheat for their own consumption during the year 2026-27 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 June 2026 paid in July 2026 and the total recovery will be made before the close of F.Y./2026-27.
4. The advance should not be granted to those employees who are on deputation to other Govt./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.
7. In case of sanction of wheat advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.

You are, therefore, requestesd to send duly recommended application of the entitled employees working under your kind control to the Loan Section of Accounts Branch latest by 28.05.2026.

It may however, be ensured that the applications complete in all respect only are to be 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. Revenue stamp must be affixed on the loan application.

Note: No application after due date will be entertained.

Encls : As above

Lani
20/5/26

**Assistant Registrar(Accounts)
For Finance Officer**



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APPLICATION FOR WHEAT ADVANCE DURING THE YEAR 2026-27

1. Name of the employees (in capital letters) _____
2. Father's Name _____
3. Designation _____
4. Branch/ Department _____
5. Employee No. _____
6. Nature of appointment _____ Confirmed/Regular _____
7. Date of retirement _____
8. Amount of advance required Rs. 27,000/- (Rs. Twenty Seven thousand only)
9. Last date of submission of application 28.05.2026

I promise to produce a certificate that the amount of loan utilized for purchase 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