

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



No. MANUU/ Admn /F.162/2019-20/ ۹۹۶

23rd March, 2020

OFFICE ORDER

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

Ref: Approval of the Vice-Chancellor dated 23.03.2020.

* * *

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)

S.No.	Name,Designation and Department/Section	Eligible to Draw Advance	Installment	Initial date of joining MANUU
1.	Mr.Chand Ansari Assistant Professor CTE-Darbhanga	50000	30	09.02.2015

Group (C) Employees:- Non Teaching

S.No.	Name,Designation and Department/Section	Eligible to Draw Advance	Installment	Initial date of joining MANUU
1.	Mrs. Safia Jeelani,LDC,DDE	50000	150	17.02.2007
2.	Mr.M.Mohan Rao, OA,Dept. Of Hindi	50000	72	17.02.2007
3.	Mr.Siddeeq Ahmad OA,Engineering Section	50000	120	17.02.2007
4.	Mr.Mohd Javed OA,Engineering Section	50000	150	17.02.2007
5.	Mr.MD. Imtiyaz OA,Dept. Of Sociology	50000	150	17.02.2007
6.	Mr.MD.Hasnain Quaisar,Cook University Guset House	50000	72	20.02.2007
7.	Mr.Rizwan Ahmad OA,RC-Mumbai	49800	150	20.02.2007
8.	Mr.M.A Imran Pasha OA,Dept. Of Zoology	50000	150	20.02.2007
9.	Mr.MD.Ahsan Zafar,LDC ITI -Darbhanga	50000	150	23.02.2007
10.	Mr.Dharamjeet Kumar LDC,Administration Section	50000	150	23.02.2007

Gachibowli, Hyderabad - 500 032, Telangana, India

Admn Tel Fax - 040- 23006609 Email: manuuang@gmail.com

MANUU EPABX 2300-6612, 13, 14, 15

Website: www.manuu.ac.in

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11.	Mr.Shaik Kaleem,Cook University Guest House	50000	150	23.02.2007
12.	Mr.Shaik Abdullah,UDC Estate Section	50000	60	02.03.2007
13.	Mr.Rajshakar.B,UDC Dept. Of Political Science	50000	150	28.03.2007
14.	Mr. Shaik Mohd.Ataullah, ID No. (408)	50000	150	03.10.2007
15.	Mr.Ajeet Kumar Panday OA,RC,Ranchi	50000	13	01.05.2008
16.	Mr.Waseem Ahmad,UDC RC-Ranchi	50000	13	17.04.2008
17.	Mr.Nandkishore Ashokrao Ingle,LDC,RC-Mumbai	49,800	150	20.05.2009
18.	Ms.G.Sirisha,OA,SH,Library	50000	150	21.05.2009
19.	Md. Junaid Alam	50000	150	16.06.2009
20.	Mr.M.A.Nawaz LDC,Medical Cell	50000	150	18.07.2011
21.	Mr.Aqeel Ali UDC, SRC,Lucknow	49625	150	01.09.2014
22.	Mr.Imran Ahmad,LDC RC,Ranchi	50000	150	08.09.2014
23.	Mr.K.lakshmana,OA Estate Section	50000	60	28.08.2014
24.	Mr.Syed Ateef, OA Dean School of Science	50000	150	12.09.2014
25.	Mr.MD.Asif, Maintenance Assistant,VTC/ITI/ Hyderabad	50000	100	20.02.2015
26.	Mr.MD.Nazeer Ahmad Khan Lab Asst.,CTE-Bidar	50000	120	16.03.2015
27.	Nazia Begum,LDC Dean School of Science	50000	150	13.04.2015
28.	Mr.Abdul Razaq Manik OA,RC-Mumbai	49800	150	20.04.2015
29.	Mr.Ali Numan Khan Supervisor,(HK)Estate Section	50000	150	09.03.2015
30.	Syed Abdul Khadeer Supervisor,Engineering,Sec.	50000	150	09.03.2015
31.	Mr.Mohd. Rafiq Abdullah LDC,ASCW, Srinagar	50000	60	09.03.2015
32.	Mr.Shaik Faisal Lab Attendent,Registrar office	50000	50	11.08.2017

(Signature)

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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.


Registrar I/c

To

The Finance Officer, MANUU
Copy to:

1. Individuals concerned
2. ER-I (personal file)
3. ER-II (personal file)
4. Concerned file
5. Director, CIT for uploading on University Website

FORM IV

[See Rule 29]

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

THIS INDENTURE made this day oftwo 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 Rupeesto 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 Rsaforesaid 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

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 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)