



KHYBER MEDICAL UNIVERSITY

PHASE-V, HAYATABAD, KHYBER PAKHTUNKHWA,
PESHAWAR, PAKISTAN

Phone: 091-9217703, 9217697, Fax: 091-9217704

KMU EMPLOYEES WELFARE FUND **APPLICATION FORM**

1. Name: _____
2. Designation _____ BPS: _____
3. Father's Name: _____
4. Department/Office: _____
5. CNIC No: _____ (Attached attested copy)
6. Purpose of loan: _____
7. Length of regular service _____
8. Detail of previous loan availed _____ Amount _____ Year _____

Certified that above details are accurate and I fully understand that this is a welfare fund for the most deserving employees. I have read and understand the conditions of the scheme and hereby agree to them

Dated _____

Signature of the applicant

RECOMMENDATION OF HOD

I hereby recommended that Mr/Ms/Miss: _____ for
the subject employee welfare loan with the above particulars verified:

Date: _____

HoD



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FOR OFFICE USE

Application received on _____ by Name _____ Signature _____

Register entry S.No: _____

1. Category of application: _____
2. No. of waiting list: _____
3. Previous facility detail with outstanding amount: _____

4. Detail remarks with other applications from same section / department:

Date: _____

_____ **Section Incharge**

FOR COMMITTEE

1. As per short listing of category and section wise application his name:
_____ as per conditions / SoP of the employee
welfare scheme his application is approved / not approved.
2. Amount of Loan: _____
3. Monthly installments: _____

(Chairman)

(Member)

(Member)

(Secretary)

No. KMU (E)/2018/_____

Dated: ____/06/2018

OFFICE ORDER

The competent authority is pleased to accord approval for the constitution of “**KMU Loan Committee**” comprising of the following officers as under:

- | | |
|------------------------------------|-------------|
| i. Treasurer | (Chairman) |
| ii. Deputy Registrar (Estt) | (Member) |
| iii. Senior Faculty Member | (Member) |
| iv. Section Incharge Treasury Wing | (Secretary) |

TERMS OF REFERENCE:

- I. This facility will only be available to an individual once in three years from the date of last installment. For this purpose Registrar & Treasury Wing is to keep record of regular installments in computer system.
- II. If a recipient makes late deposit or turns out to be a defaulter, he / she will not be included in list and double installments will be recovered.
- III. In case recipient of this fund whilst installment quit job full out-standing amount will be recovered from his last pay or arrears or any other financial emoluments with Treasury Wing.
- IV. No markup will be charged upto the actual number of installment (24). Exceeding the given number of installment markup will be imposed.
- V. Maximum two times in whole service an employee can avail this financial assistance.
- VI. The loan will not be admissible to contractual employee. It is exclusively confined to regular employees.
- VII. Payment will be directly made to bank account of the employee & installment to be recovered through salary.
- VIII. The maximum number of installments will not exceed from 24 in any case. However, an employee can have option of any lesser number of installments. Option once exercised at the time of payment will be considered as final.
- IX. 1st installment is to be recovered from immediate next salary.
- X. Minimum length of service will be 3 years and at least 03 years service must be remaining from date of payment.

- XI. Employee can apply for only one type of loan in three years. No second application will be considered.
- XII. Application form duly recommended by Head of Department (HoD) will be considered only.
- XIII. The committee will short list among the applicants after thorough scrutiny in the light of above criteria.
- XIV. Application will be received as per following schedule every year:

Date of receipt	Verification	Approval by committee	Remarks
1 st to 10 th November	11 th to 15 th November	16 th to 20 th November	
1 st to 10 th May	11 th to 15 th May	16 th to 20 th May	

This is issued with approval of the Vice Chancellor

REGISTRAR

Copy for information to:

1. Chairman and members of the Loan Committee
2. PS to Vice Chancellor, KMU
3. Office file



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No. KMU/2018/_____
Dated: ___/___/2018

SOPs FOR WELFARE FUND KMU EMPLOYEES

INTRODUCTION:

With an intention to extend welfare in monetary terms (temporary without interest loan) to KMU employees, following SOP/Policy / Guide lines have been framed. This Financial Assistance will be a revolving fund with monthly recovery of installments. Twice every year on 15th January & 15th July, the applications will be considered as per trade / institutions wise quota. This is by no means a grant or right of an employee. It is only a welfare scheme by this University upon availability of fund. The committee will decide and sum-up case to case according to priority.

CATEGORIES OF PERSONNEL:

Cat:	Scale wise	Max	Limit
A	BPS-17 & above	10%	Maximum upto Rs. 100000/-
B	BPS-12 to BPS-16	40%	Maximum upto Rs. 60000/-
C	BPS-01 to BPS-11	50%	Maximum upto Rs. 50000/-

LOAN FOR / REASONS:

All above category of employees are eligible for the following loans:

1. Purchase of Motorcycle / Laptop } Maximum upto Rs. 45000/-
2. Marriage of Son / Daughter } Maximum upto Rs. 60000/-
3. Construction / Repair of House } Maximum upto Rs. 40000/-
4. Any other reason } Maximum upto Rs. 40000/-

For the settlement of S.No. 01 to 04 above, loan against specific reason, proof of expenditure / documents duly attested are to be provided to within 30 days otherwise, loan may be reversed in time equal installments.

Registrar



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2. If a recipient makes late deposit or turns out to be a defaulter, he / she will not be included in list and double installments will be recovered.
3. In case recipient of this fund whilst installment quit job full out-standing amount will be recovered from his last pay or arrears or any other financial emoluments with Treasury Wing.
4. No markup will be charged upto the actual number of installment. Exceeding the given number of installment markup will be imposed.
5. Maximum two times in whole service an employee can avail this financial assistance.
6. The loan will not be admissible to contractual employee. It is inclusively confined to regular employees.
7. Payment will be directly made to bank account of the employee & installment to be recovered through salary.
8. The maximum number of installments will not exceed from 24 in any case. However, an employee can have option of any lesser number of installments. Option once exercised at the time of payment will be considered as final.
9. 1st installment is to be recovered from immediate next salary.
10. Minimum length of service will be 3 years and at least 03 years service must be remaining from date of payment.
11. Employee can apply for only one type of loan in three years. No second application will be considered.
12. Application form duly recommended by Head of Department (HoD) will be considered only.
13. The committee will short list among the applicants after thorough scrutiny in the light of above criteria.
14. Application will be received as per following schedule every year:

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Date of receipt	Verification	Approval by committee	Remarks
1 st to 10 th November	11 th to 15 th November	16 th to 20 th November	
1 st to 10 th May	11 th to 15 th May	16 th to 20 th May	

CONDITIONS:

Following maximum applications per Institute can be recommended by HoD forwarded to committee before 20th April & 20th October each year, for this purpose respective Office Manager are to keep record of approved applicants:

Institution/Sections	Principal/Director/HoD Section	No of applications to be forwarded			
		A	B	C	Total
KIMS	Principal	1	2	3	6
KIDS	Principal	1	2	2	5
IPMS	Director	1	2	3	6
IPM&R	Director	1	2	2	5
IPH&SS	Director	1	2	2	5
IHPE&R	Director	1	2	2	5
IBMS	Director	1	2	2	5
INS	Director	1	2	2	5
Registrar Wing	Registrar	1	2	2	5
AA&QA	Director	1	2	2	5
Examinations	Controller of Examination	1	2	2	5
Treasury Wing	Treasurer	1	2	2	5
Internal Audit	Deputy Director Audit	1	1	1	3
VC Secretariat	PS to VC	1	1	2	4
IT Section	Deputy Director-IT	1	1	1	3
Administration (for Driver & Naib Qasid)	Deputy Director (Admin)	1	1	6	8
Library Section	Assistant Librarian	1	1	1	3
P& D Section	Deputy Director (P&D)	1	1	1	3
ORIC Section	Director	1	1	1	3
Total		19	31	39	89

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COMMITTEE:

In order to streamline the processing & checking of applications visa-a-vis prompt recovery of installment and record verification, following committee will deal with the whole affairs in the light of these SOPs:

- | | |
|-----------------------------------|-------------|
| 1. Treasurer | (Chairman) |
| 2. Deputy Registrar (Estt) | (Member) |
| 3. Senior Faculty Member | (Member) |
| 4. Section Incharge Treasury Wing | (Secretary) |

Committee is to inform each Institute HoD about the approved applicants for the purpose of upgradation of record.

BUDGET:

The revolving fund will be initially started with a budget provision of Rs. 5-Million (one time) with monthly recovery on average of Rs. 0.1860 Million per month. Number of employees for first time will be 89 employees followed by 20 employees six months.

Registrar