

APPLICATION FORM FOR THE WHEAT LOAN

1. Name of the applicant (in block letter) _____
2. Father's Name _____
3. Designation _____
4. Date of joining the University service _____
5. Present Section/Department _____
6. Name of Advance _____
7. Whether regular or temporary _____
8. Present FPL/ACPL _____
9. Amount applied for _____
10. Whether the official is on leave or is about
to proceed on leave _____
11. Whether spouse is in Govt. service, if yes,
undertaking may be attached _____

I request that an advance of Rs. _____ may be granted to me for the purchase of wheat for my own/family consumption and its recovery may be effected in equal monthly installments from my pay latest by _____ payable on 1st _____.

I authorize the University to recover the outstanding amount of loan from my GPF or any other payment whatsoever at my credit. In case, due to unavoidable reasons, recovery from pay is not possible.

Signature of the Applicant

Sanctioned Rs. _____ (Rupees _____)
as wheat loan.

It is also certified that the employee is neither under suspension nor serious charges are pending against the official which are likely to result in his removal, dismissal or compulsory retirement from service.

Signature of HOD/Drawing & Disbursing Officer

Document No.:- CO5528-Dated 26-04-2025

Subject: Grant of interest free advance to Govt. employees for the purchase of Wheat during the year 2025-26

From

Comptroller,
LUVAS, Hisar

To

All Deans/ Directors/Officers/HODs/Section Incharge
(Including outstations),
LUVAS, Hisar

Memo No. LUVAS/CVU /B-1(24)/2025-26/757-805
Dated: 26.04.2025

Subject: Grant of interest free advance to Govt. employees for the purchase of Wheat during the year 2025-26

The Worthy Vice-Chancellor, LUVAS, Hisar is pleased to grant interest free advance of ₹25,000/- to all class-IV employees in the University on the pattern of State Govt. (copy of State Govt. letter No. 46/1/2011/WM(6)/303-308 dated 18.04.2025 attached) who wish to purchase wheat for their own/their family consumption during the year 2025-26 as under: -

Sr. No.	Category	Admissibility Condition	Admissibility limit of advance and installment of recovery
1	Wheat Advance	All Class IV Govt. employees	₹25,000/- recoverable in monthly installment to be fixed by Deptt. so as to effect its full recovery before the close of F.Y. 2025-26 i.e. 31.03.2026

The advance will be admissible to permanent/ temporary Class-IV regular University employees only. The advance will be sanctioned by the DDO concerned. In the case of temporary employees, allow advance on the basis of surety to their satisfaction so that it is fully secured and its recovery is ensured from the loanee before the close of the financial year 2025-26.

The following conditions should be complied with while sanctioning this loan: -

- i) A certificate must be obtained within one month from the date of drawl of the advance from the loanee to the effect that **he/she has utilized the amount for the purchase of wheat.**
- ii) The officer concerned, before sanctioning the advance should satisfy himself/herself that the incumbent official will continue in service until full recovery of the total amount of advance is affected.
- iii) **These orders will be cease to operate after 15th May, 2025.**

- iv) The recovery of the first installment of the advance should preferably be made from the pay for the month of May, 2025 paid in June, 2025.
- v) The advance should not be granted to those employees who are on deputation to other Government/ Corporation and Local bodies. etc.
- vi) **The advance will not be** admissible to work charged/contingent paid staff/ daily wagers and contractual employees.
- vii) **Where both husband and wife are employed, the wheat advance should be allowed to only one of them. In such case, an undertaking will be submitted by officials concerned that his/ her spouse will not claim the same.**
- viii) In case of sanction of wheat advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.
- ix) **Last date of receipt of application form (copy attached) in this office is 13.05.2025. Application received after last date will not be entertained.**

The entry of wheat loan of ₹25,000/- are to be recorded in ECR and Demand Collection Register and for disbursement as well as recovery of wheat loan.

Sd/-

Comptroller