



UNIVERSITY OF AZAD JAMMU AND KASHMIR

(Directorate of Finance & Planning)

Chehla Campus, Muzaffarabad 13100

Circular:

2nd day of September 2010

No: _____, General Information for all the Employers/ Teachers of the university, the matters related to them i.e. Pension, Group Insurance and others such matters and to complete them in time, the detail requirements/ information are as under:-

1. Requirement for Completion of Group Insurance Case

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|---------------------------------------|----------|
| 1. Death certificate. | one copy |
| 2. Claim/ history form. | one copy |
| 3. Copy of CNIC. | one copy |
| 4. Copy of CNIC of deceased or widow. | one copy |
| 5. Succession Certificate. | one copy |

2. Requirements for Pension Case

The pension case should accompanied with the following:-

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|--|---------------------------|
| 1. Retirement Order. | one copy |
| 2. Pension Form Complete. | one set |
| 3. Last Pay Certificate (LPC). | one copy |
| 4. No objection certificate (NOC). | one copy |
| 5. Three Specimen signatures. | one copy |
| 6. Three Thumb impression. | one copy |
| 7. CNIC copies. | 3 copies |
| 8. Passport size photographs. | Three |
| 9. Affidavit. | one copy |
| 10. Service statement/ Service Book. | one complete Service Book |
| 11. Bank account No. | |
| 12. Permanent Address. | |
| 13. The names of wife and Children with ages to be mentioned in pension set. | |
| 14. Registration form NADRA. | |

3. House Building Advance

The house building advance case should be accompanied with the following requirements:-

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|---|----------|
| 1. Copy of Order of House Building Advance. | one copy |
| 2. Copy of CNIC. | one copy |
| 3. Service Particulars. | one copy |
| 4. Surety Bond. | one copy |
| 5. Building Map. | one copy |
| 6. Estimated Expenditures. | one copy |
| 7. Revenue record. | one copy |
| 8. Sanction order for second installment. | one copy |
| 9. Work done certificate. | one copy |
| 10. Mortgage. | one copy |

4. House Repairing/ Maintenance (Loan)

The house repairing case should be accompanied with the following:-

1. Copy of order of House Repairing Advance
2. NOC from audit before the payment of house repairing.
3. Estimated Expenditure.
4. Mortgage.
5. Surety bond.
6. Service Particulars.

5. Car Advance Loan

Car advance loan case should be accompanied with the following:-

1. Copy of Order of Car Advance.
2. Surety Bond.
3. Service Particulars.
4. Copy of CNIC
5. Verification of the expenditures in official interest.

6. Miscellaneous Expenditure Bill

This bill should be accompanied with following:-

1. Relevant Order (if necessary)
2. Vouchers of the firms.
3. Comparative statement.
4. Supply order.
5. Order of the purchase committee.
6. Verification of the purchase committee.
7. Quotation notice/ Tender notice.
8. Stock entry.

7. Entertainment Bills

This bill should be accompanied with the following:-

1. Vouchers of the firms.
2. Circular for the convening of the meeting.
3. No. of guests attending the meeting.
4. The objective of the meeting.
5. Verification of the expenditure in the official interest.

8. T.A. Bills

These bills should be accompanied with the following:-

1. Duty order.
2. Hotel Vouchers in case of Hotel accommodation.
3. Tour diary.

9. Bill of Contractors

1. News paper advertisement/ tender notice.
2. Agreement deed.
3. Work order.
4. Copy of CNIC
5. Financial approval.
6. Certificate of Director Works for 100% correctness of items and completion of work on bill form.

10. Salary Bills

1. Appointment Order.
2. Educational credentials.
3. Copy of CNIC
4. State subject/ Domicile/ Character/ Medical Certificate.
5. Joining report.

(Syed Zawar Hussain Naqvi)
Deputy Director Finance-I

Copy to:-

1. The Secretary to the Vice Chancellor.
2. All Deans/ Directors/ Chairmen.
3. The Registrar.
4. The Director Finance & Planning.
5. The Controller of Examinations.
6. The Director Works.
7. The Chief Librarian.
8. All Section In-charge.