

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 / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.162/2020-2021/ 1092(A) दिनांक : 2 March, 2021

OFFICE ORDER / कार्यालय आदेश

Sub/ MANUU – Administration –Sanction of Advance for purchase of personal
 Computer – Orders – Issued-Reg.
 विषय:

Ref./ संदर्भ Approval of the Vice-Chancellor I/c dated: 01.03.2021.

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 & Non Teaching)

	Name	Designation and Department/Section	Amount of Advance	No. of Instalments
1.	Mr.Md.Faizur Rahman	AR , ER-I	50000	50
2.	Mr.Mohd. Aftab Alam	Lecturer Polytechnic, DBG	50000	50

Group (B) Employees:- (Teaching & Non Teaching)

S.No.	Name	Designation and Department/Section	Amount of Advance	No. of Instalments
3.	Mr.Sai Kumar Banapuram	Manager Guest House	50000	150
4.	Mr.Abdul Ali Yousufi	SO, Finance and Accounts	50000	50
5.	Ms. Asma Banu	Nursing Officer, UHC	50000	50
6.	Mr.Ashok Kumar Baitha	SO, SRC Amravati	50000	50
7.	Mr.Hafiz Mohd. Jhangir Akram	PGT Urdu, MS DBG	50000	150
8.	Mr.Fareed Alam	TGT Yoga, MS DBG	50000	50
9.	Rupak Kumar	PersonalAssistant, SOS	50000	25

Group (c) Employees:- (Non Teaching)

S.No.	Name	Designation and Department/Section	Amount of Advance	No. of Instalments
10.	Mr.Mohd. Shahed	LDC, ER-II	50000	50
11.	Mr.Mohd. Qadeer	Kitchen Attendant UGH	50000	150
12.	Mr.Mirza Kareem Baig	UDC, University Guest House	50000	150
13.	Mr.Mohd. Saleem	Kitchen Attendant, UGH	50000	150
14.	Mr.Shaik Mohiuddin	LDC, ITI, Hyderabad	50000	150

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15.	Mr.Razzak Sharif	LDC, UGH	50000	150
16.	Mr.P. Narsing Rao	OA, DDE	50000	150
17.	Mr.Mohd. Salim Anwar	LDC, MS, Darbhanga	50000	150
18.	Mr.Akram Ali	OA, MS, Darbhanga	50000	150
19.	Mr.J. Dilip Kumar	LDC, Dept. of Arabic	50000	120
20.	Mr.Mohd. Hasnuddin	UDC, Finance&Account	50000	120
21.	Mr.Shadab Ahmed	LDC, F&A	50000	100
22.	Mr.Afzaluddin	Library Assistant	50000	150
23.	Mr.Sheikh Gadde Zaheerulla	LDC VC Office	50000	150
24.	Mr.Abdul Majid, OA	Dept. of Social Work	50000	50
25.	Ms.Nuzhat Yasmeen	UDC, Estate	50000	60
26.	Mr.Md. Imran	Library Attendant, SHLibrary	50000	150
27.	Mr.MA Adil Pasha	Lab Attendant, Dean SOS	50000	150
28.	Mr.Md. Afroz Alam,	Library Assistant, SHLibrary	50000	150
29.	Mr.Jaibir, Lab Attendant	MS, Nuh, Haryana,	50000	150
30.	Mr.K. Mahesh	OA, IMC	50000	150
31.	Mr.Mukesh Prakash Mohd	LDC SRC Amravati	50000	150
32.	Mr.Sudhir M. Thorat	UDC, SRC Amravati	50000	150
33.	Mr.Meraj Ahmed.	Lab Assistant	50000	50
34.	Mr.Som Porakash	Lab Attendant, Polytechnic DBG	50000	75
35.	Mr.Manoj Jamedar	OA, Polytechnic DBG	50000	150
36.	Mr.Mohd Arif	Senior DEO, Exam Branch	50000	150
37.	Mr.Mohd. Fakhre Alam	DEO, Examinations Branch	50000	50

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 shall be charged at such rates as may be fixed by the GOI from time to time.

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

प्रभारी कुलसचिव

To

The Finance Officer, MANUU

Copy to:

1. Individuals concerned 2. ER-I(Personal File) 3. ER-II(Personal File)

4. CIT (for uploading on website) 5. concerned file

Gachibowli, Hyderabad - 500 032, Telangana, India

Admn Tel Fax - 040- 23006609 Email: administration@manuu.edu.in

MANUU EPABX 2300-6612, 13, 14, 15, Ext. No.:1330,1331

Website: www.manuu.ac.in

FORM IV

[See Rule-29]

Form of Mortgage bond for Motor Vehicle/ Personal Computer – Initial Advance

THIS INDENTURE made this.....day of two thousand and
BETWEEN..... (Hereinafter called "the Borrower" which expression shall include his heirs administrator, executors, and legal representatives) of the one part and the PRESIDENT of India (hereafter 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 Rupees..... to purchase a Motor Vehicle/Computer and / or to pay customs duty in respect of a (the) Motor Vehicle/ Computer 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 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/Computer to the president as Security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased and /or paid custom duty with or partly with the amount so advanced as aforesaid the Motor Vehicle/Computer particulars whereof are set out in the Schedule hereunder written .

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to the President the sum of Rs.....aforesaid or the balance there of remaining unpaid at the date of these presents by equal payment 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 payment 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 as 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/ Computer 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 /computer 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 /Computer 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 /Computer 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 became payable AND IT IS HEREBY AGRREED and declared that the president may on the happening of any of the events hereinbefore mentioned seize and the possession of the said Motor Vehicle / Computer and either remain in possession thereof without removing the same or else may remove and sell the said Motor Vehicle /Computer 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 property 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 representative PROVIDED FURTHER that aforesaid power of taking possession or selling or said Motor Vehicle/ Computer 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/Computer being sold he amount by which the net sale proceeds fall short of the amount owing AND THE Borrower here by further agrees that so long as any moneys are remaining due and owing to the president the will not permit or suffer the said Motor Vehicle/Computer 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 the event of any damage or accident happening to the said Motor Vehicle/ Computer the Borrower will forthwith have the same repaired and made good.

THE SCHEDULE

Description of Motor Vehicle/ Computer

Maker's Name

Description

- No of Cylinders
- Engine Number
- Chasis No

Cost Price

IN WITNESS WHERE OF the Mortgagor/ Borrower has hereunto set his hand and Shri.....in the Ministry /Office offor 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 Witness)

(Signature and designation of the Borrower)

Signed by.....

(Name & Designation)

For and on behalf of the President

Of India in the presence of

1.

2.

(Signature of Witness)

(Signature and designation of the Officer)