

**APPLICATION FORM FOR THE GRANT OF INTEREST FREE LOAN SCHEME  
FOR GOVERNMENT EMPLOYEES FOR THE YEAR 2020-21**

(See Instructions for Eligibility Criteria, Mode of Installment and Amount of Loan in Each Category)

**(FORM SHOULD BE FILLED IN BLOCK LETTERS)**

**(ATTESTED COPY OF CNIC, PAYSLIP AFFIDAVIT MUST BE ATTACHED)**

1.	Department Type (Mark ✓)	<input type="checkbox"/> SECRETARIAT		<input type="checkbox"/> GENERAL	
2.	District Account Office				
3.	DDO Code				
4.	DDO Address / Description				
5.	Personnel No.				
6.	Loan Type (Mark ✓)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		BCA Rs.8000/-	MCA Rs.80,000/-	HBA Rs.250,000/-	Motorcar Rs.200,000/- BS-17 & Above
		BS-01 to BS-17			
7.	Employee Name				
8.	Father's Name				
9.	Computerized NIC No.			-	
10.	Department				
11.	Post			12. Pay Scale	
13.	Date of Birth			-	
14.	Date of 1 <sup>st</sup> Appointment			-	
15.	Date of Retirement			-	
16.	Length of Service		(Yr)	(Mn)	(Days)
17.	Present Address				
18.	Permanent Address				
19.	Place of Duty				
20.	Phone No. (With Code)				

DATE

SIGNATURE OF APPLICANT

**Certified that: -**

- He/She has not been granted any loan from Government / any Bank / Financial Institution or any other source.
- He/She will not be allowed to leave the service until full recovery of the advance is made from his / her or from his/her dues (GP Fund, Gratuity, Leave Encashment, Pension) with the Government.
- The facts mentioned above are correct to the best of my knowledge and belief.

**To be signed in case  
of District Employees**

**To be signed in case of Civil  
Secretariat / Attached  
Departments**

**Signature & Stamp of EDO / Head  
of Department**

**Signature & Stamp of Head of  
Attached Department**

**Signature & Stamp of DC**

**Signature & Stamp of Head of  
Administrative Department**

## **INSTRUCTIONS**

- i. Eligibility criteria, Mode of Installment and amount of loan in each category are as under: -

<b>S#</b>	<b>Category</b>	<b>Loan Admissible</b>	<b>Mode Of Installments</b>	<b>Eligibility</b>
1.	Motorcar Advance	Rs.200,000/-	Rs.3334/- P.M. in 60 equal installments.	Min Service : 5 Years and Max Age : 55 years.
2.	House Building Advance	Rs.250,000/-	Rs.2080/- P.M. in 120 equal installments.	Min Service : 10 Years and Max Age : 50 Years
3.	Motorcycle Advance	Rs.80,000/-	Rs.1340/- P.M. in 60 equal installments.	Min Service : 5 Years and Max Age : 55 years.
4.	Bicycle Advance	Rs.8,000/-	Rs.200/- P.M. in 40 equal installments.	No Criteria

- ii. The installments above will be deposited without any break. In case of default in repayment, interest @ GP Fund will be charged.
- iii. There will be no quota or special consideration etc. in any case and all such list prepared for the purpose in the past will be deemed cancelled.
- iv. Deputationists will not be eligible for the grant of Interest Free Loan Scheme.
- v. Loan will be admissible only in one of the category mentioned in (i) of the Terms and conditions. However, after the expiry of the period and return of all the installments another loan can be granted.
- vi. Loan will be granted only to those Government Employees who are not availing the loan facility from the existing scheme, duly certified by the concerned DDO.
- vii. Any employee availing the facility of Interest Free Loan Scheme will only be relieved from services, in case of resignation, pre-mature retirement, termination etc after the recovery of all the dues.
- viii. In case of death during service of the loanee Government employees the remaining installments shall be waived off in consultation with Finance Department.
- ix. The application forms of Civil Secretariat employees and its Attached Department shall be enlisted / scrutinized by Benevolent Fund Section Administration Department, Civil Secretariat, Peshawar (on DESP), applications of the Provincial Government Employees working in various Districts / Tribal Agencies shall be enlisted / scrutinized by the Deputy Commissioners / Political Agents concerned (on DESP) and applications of Attached Departments shall be enlisted by their respective Provincial offices (on DESP). Data Entry Software Programme (DESP) is available on Benevolent Fund website [www.bfkp.org](http://www.bfkp.org).
- x. Last date for receipt of application forms for current financial year at concerned offices mentioned at (ix) above is 30/10/2020. After scrutiny of all such applications will be submitted to Provincial Benevolent Fund Cell upto 30/11/2020 the Departments in soft and hard copies, hard copies be submitted in sequence according to the list.
- xi. After scrutiny the draw shall be arranged by a Committee.
- xii. After the approval of the loan grants, Accountant General Khyber Pakhtunkhwa will release the funds to the concerned Administrative Departments, Attached Departments and concerned DDOs for onward release to the Government employees.
- xiii. Deduction of installments and maintenance of record shall be the responsibility of concerned District Accounts Officers / Agency Accounts Officers and Accountant General Office Khyber Pakhtunkhwa.
- xiv. Rules 253-A-2 (vi) of GFR will be considered relaxed at present.