



**Education for all**  
**ALLAMA IQBAL OPEN UNIVERSITY**  
**(TREASURER'S DEPARTMENT)**  
**(Funds Section)**

**PROFORMA FOR APPLYING EDUCATIONAL LOAN UNDER AIOU WELFARE SCHEME**  
**(REFUNDABLE)**

**(Only the regular employees of AIOU are eligible for Educational Loan)**

Please fill out the column carefully given below for educational loan.

S.No	Name & Designation of Employee:																			
01.	Personal No. (Attached recent Salary Slip)																			
02	Department																			
03	Contact No.																			
04	Loan Required For	a) Self-Education      b) Children Education																		
05	Purpose of Loan (Payment/ purchase of)	a) Fee      b) Books & Stationery      c) Laptop b) d) Educational gadget (please specify)																		
06.	Name of Child (If for Children Education)																			
07.	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>																		
08	CNIC/ Form 'B' of Child: (attested copy be attached)	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td></tr></table>							-										-	
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09.	CNIC No. (attested copy be attached)	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td></tr></table>							-										-	
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10	Proof of admission (e.g., attached deposit challan or any other valid document)	Yes <input type="checkbox"/> No <input type="checkbox"/>																		
11.	If loan required for laptop or other educational gadgets, the Proof of its purchase is attached	Yes <input type="checkbox"/> No <input type="checkbox"/>																		
12.	Have you previously availed any loan under the Welfare Scheme (Education / Marriage / Other)?	Yes <input type="checkbox"/> No <input type="checkbox"/>																		
13	*If yes, have you fully cleared all outstanding dues?	Yes <input type="checkbox"/> No <input type="checkbox"/>																		

\*A second loan under the Welfare Policy in any category (Education / Marriage / Other) shall be granted only upon clearance of the previously availed loan.

**Certification:**

I hereby certify that the information provided above is true and correct to the best of my knowledge. I further undertake to abide by all the terms and conditions of the Welfare Scheme. Moreover, I authorize that the loan amount be recovered from my salary, pension, or any other dues payable to me.

Signature of the applicant

C/Sign

Date: \_\_\_\_\_

Head of the Department

The application form must be accompanied by the following documents:

- Proof of admission (e.g., deposit challan or any other valid document)
- Loan for laptop or other educational gadgets will be granted upon submission of proof of its purchase
- Loan eligibility for laptop or educational gadgets applies to admissions for graduates' programs
- Latest salary slip of the member
- Copy of CNIC or B-Form of the student and the applicant

**Room # 113, Block # 02, Treasurer's Department, AIOU, Sector H - 8, Islamabad Ph # 051-957 1449**

**SURETY BOND FOR EDUCATIONAL LOAN**  
**(To be executed on Judicial Stamp Paper)**

**Loan Amount: Rs. \_\_\_\_\_/-**  
**Purpose: Educational Loan for \_\_\_\_\_**  
**Loan Sanctioned Under: AIOU Welfare Scheme**

**I. Principal Borrower**

I, Mr. \_\_\_\_\_, son of \_\_\_\_\_, CNIC No. \_\_\_\_\_, presently serving as \_\_\_\_\_ in the Department of \_\_\_\_\_, Allama Iqbal Open University, do hereby solemnly affirm and declare that I have applied for and been granted an Educational Loan of Rs. \_\_\_\_\_/- for \_\_\_\_\_, (Purpose of Loan) in accordance with the approved welfare policy of the University. I hereby undertake to repay the said loan in 24 monthly instalments of Rs. \_\_\_\_\_/- and 25<sup>th</sup> instalment of same amount as donation to the fund as per policy to be deducted from my salary, pension, GP Fund, or any dues payable to me by the University.

**II. Sureties**

We, the employees of AIOU, do hereby stand as sureties and jointly and severally guarantee the repayment of the above-mentioned loan in case of default by the borrower, resignation, retirement, termination, or death before full repayment. We further undertake that the outstanding amount shall be recoverable from our salaries, pensions, GP Fund, or any dues payable to us by the University.

**Witnesses:**

1. CNIC:  
Name:  
Desg:  
Deptt.

2. CNIC:  
Name:  
Desig:  
Deptt.

**Signature of Sureties:**

1. CNIC:  
Name:  
Dseg:  
Deptt.

2. CNIC:  
Name:  
Desig:  
Deptt.