

From

To

Director Higher Education, Haryana, Panchkula

1. All the Principals of Govt. Colleges in Haryana.
2. All the Commanding Officers of NCC Units in Haryana.
3. All the Librarian of District Libraries/ Govt. college in Haryana.

Memo no. 13/9-2023 C-III (2)
Dated, Panchkula 11-01-2024

Subject:- Sending Recovery/Calculation sheets submitted for Interest verification of House Building Advance/ Vehicle Advance/ Computer Advance/ Marriage Advance.

It has come to notice that calculation sheets received from the Field Offices/ colleges regarding verification of Interest of Loan/Advances for House Building, Vehicle, Computer and Marriage are not in proper format.

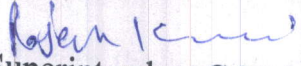
In future, while sending the calculation sheets for interest verification is to be sent on enclosed format only

Besides this, it is also requested to send the case for Interest Verification of Loans/Advances in time i.e. atleast 6 months prior to retirement.

This issues with the approval of Competent Authority.

DA-

Calculation sheet performa.


Superintendent C-III
For Director Higher Education,
Haryana, Panchkula

**CALCULATION SHEET FOR HOUSE BUILDING /MARRIAGE /VEHICLE /
COMPUTER ADVANCE**

Name, Designation and college							
Order no. with date							
Rate of Interest							
Date of withdrawl							
Loan Account no.							
Total Loan amount							
Sr. no.	Paid month	Amount	Deduction	Balance	Treasury vr. No.	Date	remarks

Total amount recovered
 No. of installments recovered
 Interest

NOTE:- Calculation sheet should be self attested by concerned employee and duly verified by concerned DDO alongwith documentary proofs of Date of Withdrawl, 1st installment of loan recovered, copy of sanction/order, etc.