



**TEMPORARY LOANS / ADVANCES FORM
(NEW & AMENDMENT)**

FORM PAY05

Date 1 _____
Page No 2

OFFICE OF THE 3 _____
FOR THE MONTH OF 4 _____ 0

GENERAL INFORMATION

DDO Code 5 (Cost Centre) Description 6 _____

PERSONAL INFORMATION

Personal Number 7 Name 8 _____ Grade 9

National ID Card Number 10 _____ Designation 11 Description 12 _____ 0

Scale 13 14 Period of _____ Old GP Fund _____
Service 15 _____ Account No 16 _____

TEMPORARY LOAN DETAILS

Loan Code 17 Description 18 _____ Date of Approval of Loan 19 _____ / _____ / _____
DD / MM / YYYY

Loan 20 With interest Without interest Loan Refundable 22 50% 80%

Condition Without Interest Interest 21 _____ % Percentage of GP Fund Balance 80%

Amount of Loans 23 _____ Date of 24 First Deduction _____ / _____ / _____ Rate of 25 Recovery _____
DD / MM / YYYY

Date of 26 Last Deduction _____ / _____ / _____ Rate of 27 Recovery _____
DD / MM / YYYY

Outstanding 28 Balance of Loan _____

Loan Code 29 Description 30 _____

Amount of Loans 31 _____ Date of 32 First Deduction _____ / _____ / _____ Rate of 33 Recovery _____
DD / MM / YYYY

Date of 34 Last Deduction _____ / _____ / _____ Rate of 35 Recovery _____
DD / MM / YYYY

Outstanding 36 Balance of Loan _____

Employee Specimen
Signature 40

Prepared by 37 _____

Audited/Checked by 38 _____

Entered/Verified by 39 _____

