



TEMPORARY LOANS / ADVANCES FORM (NEW & AMENDMENT)

OFFICE OF THE ³ EDUCATION AUTHORITY PUNJAB

FOR THE MONTH OF ⁴ _____ /

GENERAL INFORMATION

DDO Code ⁵ (Cost Center) Description ⁶ EDUCATION AUTHORITY PUNJAB

Personnel Number ⁷ Name ⁸ _____ Grade ⁹

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

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

TEMPORARY LOAN DETAILS

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

Loan Condition ²⁰ With Interest Without Interest Loan Interest ²¹ _____ % Refundable ²² Percentage of GP Fund Balance 50% 80%

Principal

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

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

Outstanding Balance of Loan ²⁸ _____

Interest

Loan Code ²⁹ Description ³⁰ _____

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

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

Outstanding Balance of Interest ³⁶ _____

Employee Specimen Signature ⁴⁰ _____

Prepared by ³⁷ _____

Audited/Checked by ³⁸ _____

Entered/Verified by ³⁹ _____

