

**APPLICATION FORM FOR THE GRANT OF INTEREST FREE LOAN SCHEME
FOR PROVINCIAL GOVERNMENT EMPLOYEES FOR THE YEAR 2025-26**

(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, PAYSIP 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.	Computerized NIC No.				-						-	
7.	Employee Name											
8.	Father's Name											
9.	Department / Office											
10.	Place of Duty											
11.	Post & Pay Scale						12. Cell No.					
13.	Loan Type (Mark ✓)	<input type="checkbox"/> BCA Rs.8,000		<input type="checkbox"/> MCA Rs.80,000		<input type="checkbox"/> HBA Rs.250,000		<input type="checkbox"/> Car Rs.200,000				
		BS-01 to BS-17						BS-17 & Above				
14.	Date of Birth	D	D	-	M	M	-	Y	Y	Y	Y	
15.	Date of 1 st Appointment	D	D	-	M	M	-	Y	Y	Y	Y	
16.	Date of Retirement	D	D	-	M	M	-	Y	Y	Y	Y	
17.	Length of Service	Days			Months			Years				
18.	Present Address											
19.	Permanent Address											

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**

TERMS AND CONDITIONS

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

S#	Category	Loan Admissible	Mode Of Installments	Eligibility
1.	Motorcar Advance	Rs.200,000/-	Rs.3,334/- P.M. in 60 equal installments.	Min Service : 5 Years and Max Age : 55 years.
2.	House Building Advance	Rs.250,000/-	Rs.2,084/- P.M. in 120 equal installments.	Min Service : 10 Years and Max Age : 50 Years
3.	Motorcycle Advance	Rs.80,000/-	Rs.1,334/- 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 Districts shall be enlisted / scrutinized by the Deputy Commissioners 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.**
- x. Last date for receipt of application forms for current financial year at concerned offices mentioned at (ix) above is 10/12/2024. **After scrutiny of all such applications will be submitted to Provincial Benevolent Fund Cell upto 31/12/2024** 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 and Accountant General Office Khyber Pakhtunkhwa.
- xiv. Rules 253-A-2 (vi) of GFR will be considered relaxed at present.

SURETY CERTIFICATE

Certified that Mr. / Mrs. / Miss _____
Son / Daughter / Wife of _____ is serving in
_____ Department, as _____ in
BPS-_____ on regular basis and has _____ years service. He will retire from
Government service on _____.

Recovery of loan monthly installment of Rs._____ (Rupees
_____ Only) will be made through
_____ source on regular basis. He / She will not be allowed to leave the service until full
recovery of the advance drawn from Benevolent Fund is made.

Certified further that the documents provided by the applicant in the
support of his request for the drawal of advances are correct and based on facts and
is drawing the advance for the first time.

An entry to this effect shall be made in the service book of the debtor.

**Signature & Official Seal of
Head of the Department**