

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

No.CDA-8(5)/HRD/Sec-V/2022/ 837

Islamabad: Oct 20 2022.

"CIRCULAR"

Subject: - **GRANT OF MOTOR CAR/MOTOR CYCLE/BICYCLE ADVANCE TO CDA EMPLOYEES, FOR THE YEAR 2022-23**

In pursuance of 3rd CDA Board meeting, held on 16-02-2021, applications for grant of Motor Car/Motor Cycle/Bicycle Advance are invited from Officers/Officials of the Authority. Application received for 1st Advance of Motor Car/Motor Cycle/Bicycle, the seniority of applicants will be determined amongst applicants according to their date of appointment in CDA. While applications received for 2nd and 3rd Advance of Motor Car/Motor Cycle/Bicycle Advance, the seniority of the applicants will be determined amongst applicants according to date of their duly diarized application received in the office of Member Administration.

02. Motor Car/Motor Cycle/Bicycle Advance, will be granted in the following manner to employees having at least 10 years regular CDA's service at credit up to 25-11-2022.

S. No.	Type of Advance	Pay Limits	Amount of Advances
i.	Bicycle Advance	Up to Rs.15,000/- basic per month	Rs. 10,000/-
ii.	Motor Cycle Advance	On basic pay of Rs. 15,001 to Rs. 34,999/- per month	Rs. 100,000/-
iii.	Motor Car Advance	On basic pay of Rs. 35,000/- per month and above	Rs. 1,000,000/-

03. Applications for 1st Motor Car/Cycle/Bicycle Advance shall be received from **21-11-2022 to 25-11-2022** and applications for 2nd Motor Car/Cycle/Bicycle Advance shall be received from **28-11-2022 to 02-12-2022**. Applications received after due dates shall not be entertained.

04. Applications shall be received in the office of Member (Admin) in the following manners:-

- i. For 1st time Motor Car/ Motor Cycle/ Bicycle Advance, applications shall have to be forwarded through E.D. Capital Hospital, D.Gs/DDGs & Directors concerned and must be diarized in the office of Member (Admin) before last date.
- ii. For 2nd time Motor Car/ Motor Cycle/ Bicycle Advance application shall be submitted directly in the office of Member (Admin), CDA. Only those applications shall be considered for sanctioning of 2nd or 3rd Motor Car/Motor Cycle/Bicycle Advance wherein, the applicant has already fully repaid the earlier Motor Car/Motor Cycle/Bicycle Advance.

05. Furthermore, those applicants who have applied for MCA as per notification dated 07/04/2021 having complete 10 year regular service up to 06/11/2021 as well as their basic pay is according to Para. 02, no need to submit fresh applications. As their applications will be entertained prior to fresh applications.

06. Following documents duly attested/verified shall be enclosed/attached with the applications:-

S. No.	For 1 st Motor Car/Motor Cycle/Bicycle Advance.	For 2 nd Motor Car/Motor Cycle/Bicycle Advance.
1.	Relevant portion of the Service Book showing the date of birth, date of appointment and date of regularization. <i>or</i> Appointment letter in case of direct recruitment as Gazetted officer.	DDO certificate in respect of 1 st Motor Car/Cycle/Bicycle
2.	Pay Slip of last month	Pay Slip of last month. copy of payment slip of any remaining amount of MCA.
3.	Identity Card	Identity Card
4.	Service Card	Service Card

07. Prescribed application forms can be downloaded from CDA Website (www.cda.gov.pk)


(MIAN USMAN-UD-DIN)
Dy. Director-II, HRD, CDA

Distribution: -

1. Executive Director, Capital Hospital, CDA.
2. All DGs/DDGs, CDA.
3. All Sr. Directors/Directors, CDA.

Copy to:-

1. P.S to Chairman, CDA.
2. P.S to Financial Advisor /Member, CDA.
3. P.S to Member (Admin), CDA.
4. P.S to Member (Estate), CDA.
5. P.S to Member (Engineering), CDA.
6. P.S to Member (Planning), CDA.
7. P.A. to Secretary CDA Board, CDA.
8. General Secretary CBA, CDA

Dy. Director-II, HRD, CDA

