**Surety Bond for the Non-Teaching Staff, working on Regular Basis:**

**Please read these instructions and contents of the specimen of surety bond in the following pages before typing it on the Stamp Paper**

**For the Employees, Pursuing for Higher Studies within the Country:**

**Instructions for the employees, pursing higher studies within the Country:**

1. Both the sureties must only be Tenured or regular employees in BS-17 or above of Government College University, Faisalabad.
2. In case the employee intends to take guarantors other than ones mentioned at Sr. No. (1) or from outside the University, the surety bond must be registered with the Joint / Sub-Registrar of Faisalabad.
3. The Witnesses must be permanent employees of the University.
4. Signatures of the sureties and the witnesses must be same as appended on their CNICs.
5. The University employees, involved in this surety bond i.e. scholar, sureties / guarantors / witness, shall visit the respective branch (Establishment / Personnel) in person and will append their signatures (and stamps) in the presence of dealing official.

**General Instructions:**

1. The surety bond must be written on Stamp Paper worth of Rs. 100/- (for each page) and attested by the Magistrate (at least 1st Class).
2. Only typed surety bond will be accepted alongwith attested copies of CNICs of Scholar, two sureties / guarantors, and two witnesses.
3. In case of any confusion, please contact Establishment Branch (for the employees in BPS-17 & above) Or Personnel Branch (for the employees from BPS-16 & below), before finalizing the bond.
4. The Scholar shall submit surety bond for the period / amount, as mentioned below:

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| --- | --- | --- | --- |
| **Sr.#.** | **Duration of study leave on full pay & allowances** | **Amount of surety bond** | **Period, to be served after availing study leave** |
| 1. | PhD degree programme | Rs. 3.00 Million | 3 years |
| 2. | MPhil / MS degree programme(having maximum duration of 2 years) | Rs. 2.00 Million | 2 years |

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**Surety Bond**

 This Surety Bond is being executed between **Name of employee** S/D/O **Father’s Name** (referred to as “Scholar” / 1st Party), CNIC No. **xxxx-xxxxxxx-x** serving as **designation (BPS-\_\_\_)** in **name of Department / Office** at Government College University, Faisalabad and the Government College University, Faisalabad (hereinafter referred to as “University” / 2nd Party) through the Vice Chancellor, made on this date i.e. **Date**.

 As, the Scholar / 1st Party , who is currently a resident of **Current Residential / Postal Address,** whose expression shall include **his / her** successors and legal representatives of the first part, has been granted leave / study leave on full pay & allowances, by the University / 2nd Party for higher studies i.e. **degree programme** in **subject** at **name of University (where the scholar has enrolled)**.

 Now, therefore, in consideration for the said sanction of leave, the Employee / Scholar agrees and undertakes as follow:

1. **He / she** shall faithfully confine to and abide by the instructions issued with regard to **his / her** leave during the period of **his / her** leave for higher studies as mentioned above.
2. **He / she** has already confirmed **his / her** area of study and the purpose for which the leave has been taken / sanctioned and shall not change it without prior permission of the University / 2nd Party.
3. Upon the expiry of leave **he / she** shall return to the University and resume **his / her** duties in the department and render **his / her** services for a minimum period of **three / two (3/2) years**, effective from the date of **his / her** return from **his / her** study leave.
4. In the event of the breach of any of the aforesaid terms, the Scholar binds **himself / herself** firmly to pay a sum of Rupees **Three/Two** Million (Rs. **3/2**,000,000/-) as well as the amount of salaries, disbursed to him / her by the University, during the period of study leave / leave for the purpose of higher studies.
5. In case, he / she fails to complete his / her degree programme after maximum allowed / stipulate period, he / she will be bound to return the salaries, disbursed to him / her during the period of study leave.

 In witness whereof the produces below two sureties who shall be responsible and stand bind by this agreement and guarantee that the Scholar / 1st Party shall perform **his / her** promise and in case **he / she** fails to do so, the sureties shall pay the said amount to the University / 2nd Party in fulfilment of commitments / default of payment by the Scholar.

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 (**Surety No. 1) (Scholar) (Surety No. 2)**

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As we, the sureties / guarantors,

**i. Name of Surety No. 1** S/D/O **Father Name**, CNIC No **xxxx-xxxxxxx-x**, Designation (if University employee) / Address (in case otherwise),

**ii. Name of Surety No. 2** S/D/O **Father Name**, CNIC No **xxxx-xxxxxxx-x**, Designation (if University employee) / Address (in case otherwise),

the sureties / guarantors affirm that we have read the terms & conditions appended in Page 1 of the Surety Bond and agree to stand bound by the agreement and guarantee for the performance of the promise by **Name of the Employee** (the Scholar / 1st Party) for the payment of the said amount (Rs. **Three/Two** Million). In case of breach of any term by **Name of the Employee** (the Scholar), we are solvent and, in a position, to pay Rs. **3/2**,000,000/- (**Three/Two** Million rupees) to the University.

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 (**Surety No. 1) (Scholar) (Surety No. 2)**

 **By Name Stamp By Name Stamp By Name Stamp**

**Witnesses:**

Witness No. 1: **Name, Designation, and Department,** Government College University, Faisalabad

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness No. 2: **Name, Designation, and Department,** Government College University, Faisalabad

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_