

## APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name (in Block Letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Name of the Parent Deptt.& Designation : \_\_\_\_\_
4. Name of the Deptt. where working : \_\_\_\_\_
5. Emoluments on which the loan is admissible :  
Basic Pay: \_\_\_\_\_ +D.Pay \_\_\_\_\_ +Spl.Pay/NPA \_\_\_\_\_ Total= \_\_\_\_\_
6. Purpose of Advance : \_\_\_\_\_
7. Amount of advance required : \_\_\_\_\_
8. Date of joining in Haryana Govt.,Service: \_\_\_\_\_
9. Date of Birth : \_\_\_\_\_
10. Date of Superannuation : \_\_\_\_\_
11. Date of Birth of Son/Daughter/Sister : Date \_\_\_\_\_
12. Exact date of marriage : \_\_\_\_\_
13. Whether permanent/ temporary, : \_\_\_\_\_  
(if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be attached)
14. Salary Head : \_\_\_\_\_  
a) Pay Bank Name and Account Number : \_\_\_\_\_  
b) GPF Account Number : \_\_\_\_\_
15. Whether advance for the same purpose was obtained previously, if so;  

	<u>Date</u>	<u>Amount</u>
i) Date of drawal of the first advance :	_____	Rs. _____
ii) Date of drawal of the second advance :	_____	Rs. _____
iii) The amount of advance 1 <sup>st</sup> /2 <sup>nd</sup> or interest: thereon still outstanding if any	_____	
iv) Name & Date of Birth of the Child/ : Name _____ Sister for whom previous Marriage : Date of Birth _____		

Advance drawn.
16. Whether Husband/wife is in Govt.service: \_\_\_\_\_

Dated: \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_

Certified that my wife/husband is/is not a Haryana Government employee and he/she has not applied/obtained Marriage Advance for the same purpose.

Dated: \_\_\_\_\_ Signature of the Applicant with Designation.

### CERTIFICATE FROM THE DEPARTMENT

It is certified that the advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) applied for is admissible according to the instructions and the information given by the applicant is correct.

1. It has been verified that the Daughter/Son/Sister of the employee is really dependent upon him and she/he had not drawn marriage advance earlier for the same.

Signature of Drawing & Disbursing Officer

**Form of agreement to be executed while applying for an Advance for the celebration of the Marriage in the Family of a Government Servant.**

**An agreement made** this \_\_\_\_\_ day of \_\_\_\_\_ Two thousand and between Shri \_\_\_\_\_ s/o Shri \_\_\_\_\_ (hereinafter called the borrower, which expression shall include his heir administrators executors and legal representatives) of the one part and the Governor of Haryana of the other part.

**Whereas the Borrower** has completed five years service under the Haryana Government on \_\_\_\_\_ and is not an adhoc employee.

**Whereas the Borrower** has under the instructions for the grant of advance to Govt. Servants of Haryana Govt. issued vide Finance Department no. 1759-WM(1)9184 dated 12th March,1974 (hereinafter referred to as the said rules which expression shall include any amendment thereof addition there to for the time being in force) applied to the Governor of Haryana (hereinafter called the Govt.) for an advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) for the celebration of the marriage of his \_\_\_\_\_ on the terms and conditions hereinafter contained and where as the application of the borrower for the said advance is being considered by the Government.

**How it is hereby** agreed between the parties thereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the Govt. to the borrower if and when the Govt. Sanction the said advance the borrower hereby agrees:-

1. to pay the Govt. the said advance with interest calculate according to these rules and by monthly deductions from his salary as provided hereby authorises the Government to make such deductions.
2. to expend, within one month from the date of drawl of the advance, the full amount of the said advance in the celebration of the aforesaid marriage or if the actual expenditure incurred on account of the marriage is less than the advance to repay the difference to the Govt. forthwith.
3. in the event of borrowers reversion from Govt. service before the advance drawn together with interest is fully repaid to repay in one lump sum the amount outstanding and the interest due before borrower is actually relieved from the Govt. Service.
4. to refund forthwith the amount of advance together with interest in one mump sun if the aforesaid marriage could not be celebrated of the amount of the advance could not be utilised for the purpose for which it was sanctioned.
5. if the borrower within the period already fixed for recovery of the principal and interest thereon becomes insolvent of quit the service of the Govt. or dies, the whole amount of the advance and interest accrued thereon shall immediately become due and payable.

**It is hereby** also agreed and declared that if the borrower dies before the advance is repaid to have the balance outstanding together with interest due, recovered from the death-cum-retirement gratuity payable by the Govt. to the legal heirs of the borrower.

**In witness where** of borrower and for and On behalf of the Government of Haryana have here-unto get their hands on the date aforementioned.

Signed by the said in the presence of \_\_\_\_\_ (Signature and Designation of the borrower)

(Signature of the witness)

Signed by (Name & Designation)  
for and on behalf of the Governor of Haryana

**Annexure - IV**

I, \_\_\_\_\_ do-hereby authorize the Accountant general, Haryana to recover from the Death-cum-retirement gratuity, the amount which would become due to him on the date of superannuation/ retirement the balance of outstanding marriage advance, with interest in terms of the penultimate paragraph of the agreements dated the \_\_\_\_\_

Dated

Signature \_\_\_\_\_

Designation:

Certified that I hereby cancel the nomination made by me in respect of Death-cum-retirement gratuity to me at the time of retirement.

Signature \_\_\_\_\_

Designation:

**SURETY BOND**

**FOR GRANT OF MARRIAGE ADVANCE TO TEMPORARY GOVERNMENT SERVANTS.**

This deed is made on the \_\_\_\_\_ day of \_\_\_\_\_, Two thousand and \_\_\_\_\_ between Shri \_\_\_\_\_ S/o \_\_\_\_\_ Working as \_\_\_\_\_ in the department \_\_\_\_\_ (hereinafter referred to jointly and severally as the sureties) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs \_\_\_\_\_ has been granted to Shri \_\_\_\_\_ S/o \_\_\_\_\_ working as \_\_\_\_\_ in the department \_\_\_\_\_ hereinafter referred to as borrower) of the terms and conditions in the agreement dated \_\_\_\_\_ subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated \_\_\_\_\_.

And whereas the borrower has completed five year service under the Haryana government on \_\_\_\_\_ and is not adhoc employee.

And Whereas Shri \_\_\_\_\_ S/o \_\_\_\_\_ have fulfillment of the conditions of the Marriage advance of loan agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows: -

1. In pursuance of the said agreement and in consideration of sum of Rs \_\_\_\_\_ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated \_\_\_\_\_ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principle and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the Government granting time or any other indulgence to the borrower shall not affect the liability of surety.
3. The Government shall be entitled to deduct from the pay, Traveling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the dates respectively mentioned against there. Signature in the \_\_\_\_\_ year of the Republic of India.

Witness

(Signature & Designation of the surety)

Witness

Signed by \_\_\_\_\_

for and on behalf of the Governor of Haryana.

**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ resident  
of \_\_\_\_\_ presently working in the office of  
\_\_\_\_\_ as \_\_\_\_\_ do hereby solemnly affirm  
and declare as under:-

1. That my sister Km. \_\_\_\_\_ D/o \_\_\_\_\_  
wholly & solely is dependent upon me.
2. That my sister's date of birth is \_\_\_\_\_
3. That the marriage of my sister has been fixed on \_\_\_\_\_
4. That I am the eldest son of my family and the sister for whose marriage loan is  
being obtained is wholly and solely dependent upon me and financial  
condition of the parent is such that they cannot perform marriage by  
themselves.

DEPONENT

**Place:**  
**Dated:**

**VERIFICATION:**

It is verified that above statement of mine is true and correct to the best of my  
knowledge and belief and nothing has been concealed therein.

**Place:**  
**Dated:**

DEPONENT

**CHECK LIST FOR MARRIAGE ADVANCE: -**

1. Application form duly filled in by the applicant.
2. Application Form should be attached with agreement Form/ Annexure – IV/Surety Bond with date of Birth Certificate of daughter/Son/Sister.
3. In case of regular employees, surety of one permanent Government employee on Stamp Paper of Rs.15 may be attached.
4. If applicant is confirmed order of confirmation to be attached.
5. Date of Birth certificate issued by one of the following authority be attached.
  - a).Registrar, Birth and Death, Health Department.
  - b).School leaving certificate.
  - c) Civil Surgeon.
6. All columns should be verified by the DDO with recommendation and signature of the Sanctioning Authority.
7. For sister's marriage the employee shall have to produce an affidavit on non Judicial paper of Rs. 3/- to the effect that he is the eldest Govt. employee in the family and the sister for whose marriage loan is being obtained is wholly solely dependent upon him, and financial condition of the parents is such that they cannot perform marriage by themselves.