

**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:  
Salary Head : \_\_\_\_\_ Basic Pay: \_\_\_\_\_ D.Pay: \_\_\_\_\_ Spl.Pay \_\_\_\_\_ Total \_\_\_\_\_  
(G.P.F. Account No. \_\_\_\_\_.)
6. Whether permanent or Temporary (if temporary, surety of one permanent Govt employees on the Non Judicial stamp paper of Rs.15/-be attached.)
7. Purpose of Advance : \_\_\_\_\_
8. Amount of advance required : \_\_\_\_\_
9. Date of joining in Haryana Govt.,Service : \_\_\_\_\_
10. Date of Birth : \_\_\_\_\_
11. Date of Superannuation : \_\_\_\_\_
12. Date of Birth of Son/Daughter/Sister : \_\_\_\_\_
13. Exact date of marriage : \_\_\_\_\_
14. Whether advance for the same purpose was obtained previously, if so;  

	Date	Amount
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 Advance was drawn. _____	Date of Birth _____	
15. 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/Sons/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 \_\_\_\_\_ between Shri \_\_\_\_\_ s/o Shri \_\_\_\_\_ (hereinbefore 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 is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Haryana 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 thereto 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.

Now 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 as and when the said advance is sanctioned the borrower hereby agrees:-

1. to pay the Govt. the said advance with interest calculated according to the 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 lump sum 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 or quits 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 in the presence of \_\_\_\_\_

(Signature and Designation of the Officer)

**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 me on the date of superannuation/ retirement the  
balance of outstanding marriage advance, with interest in terms of the  
penultimate paragraph of the agreement dated the \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Designation: \_\_\_\_\_

Certified that I hereby cancel the nomination made by me in respect  
of Death-cum-retirement gratuity payable 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. \_\_\_\_\_ working as \_\_\_\_\_ in the department \_\_\_\_\_ (hereinafter referred to as the surety ) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_) has been granted to Shri \_\_\_\_\_ working as \_\_\_\_\_ in the department \_\_\_\_\_ (hereinafter referred to as borrower) on the terms and conditions laid down 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 is not an adhoc employee.

And Whereas Shri \_\_\_\_\_ has in fulfillment of the conditions of the Marriage advance 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 a 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 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 their signature in the \_\_\_\_\_ year of the Republic of India.

Witness  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_  
Witness \_\_\_\_\_

Signature of Surety  
Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_

Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_  
Signed by \_\_\_\_\_

for and on behalf of the Governor of Haryana.

## CHECKLIST AND ELIGIBILITY CRITERIA REGARDING MARRIAGE LOAN

### Q:- Purpose for which Marriage loan can be granted ?

Ans:- Marriage Loan can be granted for Celebration of Marriage of Son/ Daughter /Sister / Legally adopted children to regular Govt. Employees of class-II, III and IV.

### Q:- What is the eligibility criteria for Marriage Loan?

Ans : The Marriage Advance will be admissible to employees for such daughters / sisters who have attained the age of 18 years and sons after attaining the age of 21 years.

The Number of advances to a Government servant during the whole service will be restricted to two only. The Second advance will be granted subject to the condition that the balance of first advance and the advance sanctioned for the second child's marriage does not exceed the maximum admissible amount of advance under each category separately.

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 and solely dependant upon him , and financial condition of the parents is such that they cannot perform marriage by themselves.

No marriage loan will be sanctioned by Finance Department if the application is received after the solemnization of marriage.

Application complete in all respects must reach FD through HOD at least two months earlier to the exact date of marriage.

Sr.No.	Purpose	Admissibility Conditions/limit
1.	Loan for the marriage of daughter/sister w.e.f. 06/05/2005	Rs.1,00,000/- or 15 month's basic pay (including D.P/Spl.Pay and NPA) whichever is less, recoverable in 100 monthly installments.
2.	Loan for the marriage of son w.e.f. 06/05/2005	Rs.60,000/- or 10 months basic pay (including D.P/Spl.Pay and NPA) whichever is less, recoverable in 100 monthly installments.

### CHECKLIST FOR MARRIAGE ADVANCE:-

1. Application Form duly filled and signed by the applicant and also verified and signed by the competent authority of the concerned department along with Agreement Form and Annexure-IV .
2. Date of Birth certificate of Son / daughter issued by one of the following authorities:-
  - a) Birth Certificate from Registrar, Birth and Death, Health Department.
  - b) Attested copy of certificate issued by University / Board or School Leaving certificate (in case of certificate from private school, the certificate should be countersigned by BEO/SDEO/DEO concerned)
  - c) Age certificate issued by the Civil Surgeon on the basis of physical appearance
3. In case of regular employee surety from one confirmed Haryana Government employee on non-Judicial stamp paper worth Rs.15.

or

Copy of Confirmation order of the applicant if permanent.