

APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Name of the Parent Dept.& Designation : _____
4. Name of the Dept. where working : _____
5. Emoluments on which the loan is admissible : _____
Basic Pay : _____
6. Purpose of Advance : _____
7. Amount of advance required : _____
8. Date of joining in 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;

Date _____ Amount

i) Date of drawl of the first advance : _____Rs. _____

ii) Date of drawl of the second advance : _____Rs. _____

iii) The amount of advance 1st/2nd or interest : _____

Thereon still outstanding if any

iv) Name & Date of Birth of the Child/ : Name _____

16. Whether Husband/wife is in Govt.service : _____

Dated: _____ Signature of the Applicant _____

Designation _____

Department _____

Certified that my wife/husband is/is not a 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 the other part.

Whereas the Borrower has completed five years service under the Government on _____ and is not an adhoc employee.

Whereas the Borrower has under the instructions for the grant of advance to Govt. Servants of Govt. (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 (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 authorizes 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 utilized 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 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)

Annexure - IV

I, _____ do-hereby authorize the Accountant general, 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 (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 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

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.