

**APPLICATION FORM FOR MARRIAGE ADVANCE**

1. **Name of the applicant** : \_\_\_\_\_  
(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
  - i) Basic Pay: : \_\_\_\_\_
  - ii) D.Pay : \_\_\_\_\_
  - iii) Special Pay : \_\_\_\_\_
  - iv) Total : \_\_\_\_\_
6. Whether regular/adhoc (if regular surety of two HUDA employees having 5 years regular service on a non-judicial stamp paper worth Rs.15/- on the prescribed performa may be attached. : \_\_\_\_\_
7. Purpose of advance. : \_\_\_\_\_
8. Amount of advance required. : \_\_\_\_\_
9. Date of joining in HUDA Service : \_\_\_\_\_
10. Date of Birth : \_\_\_\_\_
11. Date of Superannuation. : \_\_\_\_\_
12. Date of Birth of Son/Daughter/Sister : \_\_\_\_\_
13. Exact date of marriage : \_\_\_\_\_
14. Whether for similar purpose the advance was obtained previously, if so.

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

15. Whether husband/wife is in HUDA service : \_\_\_\_\_

Dated :

**Signature of the applicant  
Designation.**

Certified that my wife/husband is/is not a HUDA employees and she/he has not applied/obtained marriage advance for the same purpose.

**Signature of the applicant  
Designation.**

### **CERTIFICATE FROM THE DEPARTMENT.**

1. Certified that Sh.\_\_\_\_\_ working in this office has completed more than five year regular service in HUDA and no enquiry/court case is pending against him.
2. Certified that Sh.\_\_\_\_\_ and Sh.\_\_\_\_\_ who have stand surety for the Marriage advance of Rs .\_\_\_\_\_are also regular employee of HUDA and have completed five years regular service in HUDA and no enquiry /court case is pending against them.
3. That the officials are likely to continue in service till the whole amount of advance and interest is fully recovered
4. Certified that the information/particular given in the application performa has been verified from the office record and are correct.
5. Certified that the advance of Rs \_\_\_\_\_ (Rs. \_\_\_\_\_) applied for is admissible according to instructions and the information given by the applicant is correct.

Signature of D.D.O.

Countersignature of the  
Head of the Department

**ANNEXURE-IV**

I, \_\_\_\_\_  
\_\_\_\_\_ do hereby  
authorize the Chief Administrator, HUDA to recover from DCRG and GPF/EPF Account  
No. \_\_\_\_\_ 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 penultimate paragraph of the agreement dated \_\_\_\_\_.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Certified that I hereby cancel the nomination made by me in respect of  
DCRG and GPF/EPF Account No. \_\_\_\_\_ payable to me at the time of  
retirement.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

## SURETY BOND

This deed is made on the \_\_\_\_\_ day of \_\_\_\_\_ between Sh. \_\_\_\_\_ working as \_\_\_\_\_ in office of \_\_\_\_\_ and Sh. \_\_\_\_\_ working of \_\_\_\_\_ in office of (here-in-after referred to jointly and severally as the surety) of the one part and the Chief Administrator, HUDA (hereinafter referred to as the Haryana Urban Development Authority) of the other part.

Whereas a loan of Rs \_\_\_\_\_ has been granted to Sh. \_\_\_\_\_ working as \_\_\_\_\_ in the office of \_\_\_\_\_ (hereinafter referred to as borrower) of the terms and conditions in the agreement dated \_\_\_\_\_ subject to the borrower furnishing two regular HUDA employees as surety to guarantee the due performance and observation by the him of the conditions of the agreement dated \_\_\_\_\_ .

And whereas the borrower has completed five years service under the HUDA on \_\_\_\_\_ and is not an adhoc employee.

And \_\_\_\_\_ whereas Sh. \_\_\_\_\_ and Sh. \_\_\_\_\_ 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 the sum of Rs. \_\_\_\_\_ advanced by the HUDA to the borrower as loan, the surety hereby agree that the borrower shall duly, faithfully and punctually perform all the conditions set out in the agreement dated \_\_\_\_\_ and to be performed any of the said conditions and of the borrower dying or ceasing to be in service for any cause that whatsoever before the amount due to the HUDA from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the HUDA on the account of principal and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement is hereby agreed that the HUDA granting time or any other indulgence to the borrower shall not effect the liability of surety.
3. The HUDA shall be entitled to deduct from the pay, traveling allowance or any other sum which may be or become payable by the HUDA to the surety the amount due to it from the surety under this deed.

In witness whereof the parties have signed, this deed on the dates respectively mentioned against their signatures in the \_\_\_\_\_ year of the Republic of India.

**Witness.**

1.  
surety

2.  
surety

1. Signature of the  
Designation.

2. Signature of the  
Designation.

Signed by \_\_\_\_\_  
For and on behalf of HUDA.

## AGREEMENT

An agreement made this \_\_\_\_\_ day  
of \_\_\_\_\_  
Between \_\_\_\_\_  
\_\_\_\_\_ S/o \_\_\_\_\_ (hereinafter called the  
borrower, which expression shall include his heir, administrators, executors and legal  
representatives) of the one part and the Chief Administrator, HUDA of the other part.

Whereas the borrower has completed five years service under the Haryana  
Govt./ HUDA on \_\_\_\_\_ and is not an adhoc employee.

Whereas the borrower has under the instructions for the grant of advance  
to HUDA/Govt. servants of Haryana Govt. issued vide Finance Deptt. No.1759-  
WM(1)/9184 dated 12.3.1974 (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 Chief Administrator, HUDA (hereinafter called the Haryana Urban Development  
Authority) for an advance of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) for the  
celebration of the marriage of his/her \_\_\_\_\_ on the terms and conditions  
hereinafter contained and whereas the application of the borrower for the said advance  
is being considered by the HUDA.

Now it is hereby agreed between the parties hereto that in consideration of  
the sum of Rs. \_\_\_\_\_ to be paid by the HUDA to the borrower if and when the  
HUDA sanction the said advance the borrower hereby agrees :-

1. To pay the HUDA the said advance with interest calculation according to these rules and by monthly deductions from his salary as provided hereby authorities the HUDA 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 HUDA forthwith.
3. In the event of borrower's reversion/retirement from HUDA 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 HUDA 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 or the advance could not be utilized for the purpose for the 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 HUDA 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 /GPF/EPF payable by the HUDA to the legal heirs of the borrower.

In witness whereof the borrower and for and on behalf of the HUDA have hereunto get their hands on the date aforementioned.

**Witness**

**(Signature and designation the borrower).**

- 1.
- 2.

**Signed by \_\_\_\_\_ (Name/Designation)  
For and on behalf of HUDA in the presence  
of (Signature and designation of the officer)**



## **AFFIDAVIT**

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

1. That I am working as \_\_\_\_\_ in office of \_\_\_\_\_.
2. That \_\_\_\_\_ is my real son/daughter and his/her marriage is fixed for \_\_\_\_\_. He/she is wholly & solely dependent upon me.
3. That I shall use the said loan for the celebration of my son/daughter's marriage and not for any other purpose.
4. That I have not obtained any type of marriage advance previously.
5. That my wife/husband is not HUDA/Govt. employee. She/he has not taken any marriage advance during the period of my past service.
6. That \_\_\_\_\_ is my real son/daughter and date of birth of my son/daughter is \_\_\_\_\_.

Peace:-

Date:-

**DEPONENT**

### **VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and belief and nothing has been concealed therein.

Peace:-

Date:-

**DEPONENT**

**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 \_\_\_\_\_ is wholly & solely 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.

**DEPONENT**

Place :

Dated :