**APPLICATION FORM FOR MARRIAGE ADVANCE**

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| --- | --- | --- |
| 1 | Name and Designation (In Block Letters) |  |
| 2 | Father’s/Husband Name |  |
| 3 | Name of the Department  |  |
| 4 | Emoluments on which the loan is admissible:Basic Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Pay \_\_\_\_\_\_\_\_\_\_\_\_\_Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CPF/GPF Account No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |
| 5 | Whether Permanent or Temporary (If temporary, surety of one permanent Govt. employees on the Non-Judicial Stamp paper of Rs.15/- be attached |  |
| 6 | No. of installment |  |
| 7 | Purpose of advance for the marriage of (With proof of date of birth |  |
| 8 | Amount of advance required |  |
| 9 | Date of joining in University service |  |
| 10 | Date of birth of the Employee |  |
| 11 | Date of superannuation |  |
| 12 | Exact date of Marriage |  |
| 13 | Whether advance for the same purpose was obtained previously, if so1. Date of drawl of the first advance
2. Date of drawl of the second advance
3. The amount of advance 1st/2nd or interest thereon still outstanding, if any
 | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14 | Whether spouse is in Govt. service/ University service |  |

Dated: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATE FROM THE DEPARTMENT**

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

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

 It is also certified that the employee is neither under suspension nor serious charges are pending against the official which are likely to result in his removal, dismissal or compulsory retirement from service.

Signature of HOD/Drawing & Disbursing officer

**CERTIFICATE FROM THE CONTROLLING OFFICER**

The information as furnished above has been checked with reference to the record and found correct. So the case is recommended for grant of advance / loan of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) to the applicant for celebration of marriage as stated above.

Signature of Controlling Officer