

APPLICATION FORM FOR MARRIAGE LOAN

1	Name of the applicant (In Block Letters)	
2	Father's/Husband Name	
3	Name of Parent Deptt. & Designation	
4	Name of the Deptt. where working	
5	Emoluments on which the loan is admissible Total Rs _____ Basic Pay _____ Special Pay _____	
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 so i) Date of drawl of the first advance ii) Date of drawl of the second advance iii) The amount of advance 1 st /2 nd including 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 loan 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 above.

Controlling Officer