

From:
Surender Kumar, Comptroller, Office of Comptroller

To,
All Deans, Directors, HODs, Incharge
Ashok Kumar Malik, Sr. Scientist, Livestock Production & Technology
Daya Nand, Foreman (Refrigeration & AC), Dean COVS
Dinesh Mittal, Associate Professor, PRO, Secretary-cum-Working Incharge of University Website, Vety. Public Health & Epidemiology
Satish Kumar, Assistant Registrar, Comptroller

Document No.:- CO5306-Dated 27-11-2024

Subject: Grant of loans/advances for celebration of marriage of wards/dependent sisters and their own marriage of the employees of LUVAS for the financial year 2024-25 (1st Phase)

From

The Comptroller,
LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/DDOs
(Including outstations)
LUVAS, Hisar
Memo No.: - LUVAS/CVU/B-1(14)/2024/4276-4320
Dated: 27.11.2024

Subject: Grant of loans/advances for celebration of marriage of wards/dependent sisters and their own marriage of the employees of LUVAS for the financial year 2024-25 (1st Phase).

This office had allocated funds amounting to **₹30.00 Lacs** under “Loans & Advances” in the financial year 2024-25 for extending marriage loan to the University employees for self-marriage and for the marriage of their wards/dependents sisters. Applications are invited on the prescribed proforma (copy attached) along with service book of the officials concerned through respective controlling officers on or **before 30.11.2024**. Number of advances in each case is restricted **up to two only**. Applications received after due date will be entertained subject to the availability of funds. Other terms and conditions regarding grant of marriage loan issued. from time to time will be applicable. In addition to the above, the ceiling for the marriage advances will be as under: -

- (i) 10 months basic pay, in any pay matrix, subject to a ceiling of **₹3.00 Lacs (Rupees Three Lakh Only)** whichever is less for the marriage of their sons/daughters/dependent sister(s) and self-marriage.
- (ii) This loan will be available for two times only in entire service.
- (iii) Interest shall be charged as per instructions of State Govt.

2. The marriage loan will be admissible only to those applicants; marriage of whose/their wards is fixed on or before **31.01.2025**.

3. It will be the responsibility of the concerned HOD/Office to bring this circular to the notice of all employees and keep record of bringing these instructions to their notice in proper custody. Incomplete applications will not be considered.

4. In case of dependent sister's marriage advance, the employee will furnish an affidavit to his/her respective office on non-judicial stamp paper of Rs.10/- to the effect that the sister, for whose marriage advance is being obtained, is wholly dependent upon him/her and financial condition of the parents is such that they cannot perform marriage by themselves. The names of all other brothers and sisters of the University/Government employee along with their respective departments should also be mentioned in the affidavit that they will not claim marriage advance from their departments for the marriage of their sister.

-sd-
Comptroller

Encls: as above

Copy to:

1. Secretary to Vice-Chancellor for kind information of Worthy Vice-Chancellor, LUVAS, Hisar.
2. DDO O/o Comptroller, LUVAS, Hisar.
3. Presidents, LUVASTA/LUVASNTA, Hisar.
4. Dr. Gaurav Charaya, social media Champion, LUVAS, Hisar.
5. Incharge, University Website with the request to upload the same on website of LUVAS.

APPROVED

Surender Kumar
Deputy Comptroller, Comptroller, , Office of Comptroller, 27 Nov 2024 14:48:03:707

For information and further n/a please.

Satish Kumar
Assistant Registrar, Office of Registrar, 27 Nov 2024 14:55:09:390

For information, please.

Rajesh Khurana

Director HRM, , Department of Vety. Public Health & Epidemiology, 27 Nov 2024 15:02:50:300

For kind information and n/a, if any, please.

Rajesh

Sr. Scientist, , College Central Laboratory, 27 Nov 2024 15:10:10:967

circulate pl.

R N Chaudhary

Professor, , Department of Veterinary Surgery and Radiology, 27 Nov 2024 15:16:05:860

To circulate.

Sajjan Sihag

Principal Scientist, , Department of Animal Nutrition, 27 Nov 2024 15:21:18:140

for information and further n/a if any

S S Dhaka

Registrar, , Office of Registrar, 27 Nov 2024 15:27:01:417

This letter is generated through LUVAS e - governance letter Management module and hence does not require signature.

APPLICATION FORM FOR MARRIAGE ADVANCE

1	Name and Designation (In Block Letters)	
2	Father's/Husband Name	
3	Name of the Parent Deptt. and Designation	
4	Name of the Deptt. where working	
5	Emoluments on which the loan is admissible: Basic 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 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

ANNEXURE -III

UNDERTAKING

I, _____ do hereby authorize the Comptroller, Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar, to recover the amount which would become due to me on the date of retirement/ leaving service on any grounds, the balance of outstanding marriage loan with interest from the Death-cum-Retirement Gratuity/Leave encashment and other dues in terms of the penultimate paragraph of the agreement dated _____

Dated:

Signature _____

Name of the Employee _____

Designation _____