

From

The Comptroller,  
CCSHAU, Hisar.

To

All Deans/Directors/HODs/Offices/DDOs  
(Including outstations),  
CCSHAU, Hisar.

Memo. No. CAUH/B.1/2024/28/ 5002-5110.

Dated: 20/6/2024

**Sub: Grant of loan/advance for celebration of marriage during the financial year 2024-25**

This office has allocated funds amounting to Rs. 60.0 Lacs under "Loans & Advances" Scheme in the financial year 2024-25 for extending marriage loan to the University employees (Class I, II, Class III and Class IV) for self marriage and for the marriage of their wards/dependant sisters for which applications on the prescribed proforma (Copy enclosed) alongwith service book of the officials concerned complete in all respects are invited **through their respective Controlling Officers** latest by **30.06.2024**. Number of advances is restricted to two only. The marriage loan will be provided/sanctioned to the University employees for the applications complete in all respects on First-cum-First Serve basis. Other terms and conditions regarding grant of marriage loan as circulated vide this office Endst. No. CAUH/05/7035-7184 dated 19.06.2005 and No. 12059-12208 dated 26.11.2005 and as amended from time to time will remain unchanged.

(2) It will be the responsibility of the concerned HOD/Office to bring this circular to the notice of all concerned employees and keep record of bringing these instructions to their notice in proper custody.

(3) 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:

(i) "That my parents are not alive. I am the eldest living son and the sister, loan for whose marriage is being obtained, is wholly dependent upon me."

**OR**

(ii) "That I am the eldest son of my family and the sister for whose marriage advance is being obtained is wholly and solely dependent upon me 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 alongwith their respective departments should also be mentioned in affidavit and they will not claim marriage advance from their departments for the marriage of their sister.

*Encl: Proforma*

  
Comptroller

CC:

Presidents, HAUTA/HAUNTEA, CCSHAU, Hisar

## APPLICATION FORM FOR MARRIAGE ADVANCE

1. Name (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:  
Salary Head: : Total: \_\_\_\_\_  
Pay: \_\_\_\_\_ G.P: \_\_\_\_\_  
Spl. Pay: \_\_\_\_\_ N.P.A.: \_\_\_\_\_  
Total: \_\_\_\_\_  
(CPF/GPF Account No. \_\_\_\_\_) \_\_\_\_\_
6. Whether Permanent or Temporary (If temporary, surety of one permanent Govt. employees on the Non-Judicial Stamp Paper of Rs. 15/- be attached) : \_\_\_\_\_
7. No. of instalments : Recoverable in.....
8. Purpose of advance for the marriage of (With proof of date of birth) : Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
9. Amount of advance required : \_\_\_\_\_
10. Date of joining in University service : \_\_\_\_\_
11. Date of Birth of the Employee : \_\_\_\_\_
12. Date of Superannuation : \_\_\_\_\_
13. Exact date of Marriage : \_\_\_\_\_
14. Whether advance for the same purpose was obtained previously, if so: Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_
- (i) Date of drawal of the first advance : \_\_\_\_\_
- (ii) Date of drawal of the second advance : \_\_\_\_\_
- (iii) The amount of advance 1<sup>st</sup>/2<sup>nd</sup> or interest thereon still outstanding, if any : \_\_\_\_\_

15. Whether Husband/Wife is in Govt. : \_\_\_\_\_  
Service/University Service

Dated: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Certified that my wife/husband is/is not a Haryana Government/University 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.

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

Signature of HOD/Drawing & Disbursing Officer

**CERTIFICATE FROM THE CONTROLLING OFFICER**

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

Controlling Officer