



HARYANA WAREHOUSING CORPORATION
BAY No.15-18,SECTOR-2,PANCHKULA

Website: hwcweb.org Tel : (0172)-2578829-31

APPLICATION FOR MARRIAGE ADVANCE

- 1 Name of the applicant & designation _____
- 2 Father's name _____
- 3 Place of posting _____
- 4 Whether permanent or temporary (if temporary, surety of two permanent HWC employees on the non judicial stamp papers of Rs.15/- be attached. _____
- 5 Designation with Class-I, II, III, IV _____
- 6 Emoluments on which the loan
 - i) Basic Pay _____ + DP _____ + NPA _____
 - ii) Special Pay _____
- 7 Purposes of advance _____
- 8 Amount of advance _____
- 9 Is this 1st or 2nd advance _____
- 10 Recoverable in monthly installments _____
- 11 Whether for similar purpose the advance was obtained previously and if so,
 - i) Amount & date of withdrawal Date _____ Amount _____
 - ii) Amount of advance still outstanding _____
 - iii) Name & date of birth of the child/ Sister for whom previous marriage advance drawn _____
- 12 Date of birth of the applicant _____
- 13 Date of entry into HWC service _____
- 14 Date of superannuation _____
- 15 Date of birth of sister/daughter/son _____
- 16 Exact date of marriage _____
- 17 Age of ward on the date of marriage _____
- 18 Whether husband/wife is a Govt./ Corporation employee _____
- 19 Certified that my wife/husband is/is not Haryana Govt./Board/Corporation employee and she/he has not applied/obtained marriage advance for the same purpose.
- 20 Certified that the above particulars are true to the best of my knowledge and belief nothing has been concealed therein.

Date:

Signature of the applicant
with designation

Remarks by the forwarding authority (Manager/Branch Supervisor)

Forwarded in original to the DM, HWC_____ /Branch Officer with the remarks that the request of the official be acceded to. His service particulars have been verified and found correct. The official is appointed on regular basis and has completed his probation period successfully. Proof of date of birth & surety bond as required under Govt. instructions are enclosed.

Signature of the Manager, SWH/
Branch supervisor

INSTRUCTIONS

1. The marriage advance will be admissible for daughter/sister of more than 18 years of age and son of more than 21 years of age. The facility however be restricted to two i.e. real/legally adopted children and dependant sisters during the whole of his service.
2. The advance for the marriage sister will only be granted if the father the sister is alive and the applicant is the only, of his father and girl is wholly & solely dependant upon him.
3. The death certificate of the father issued by the Registrar, Birth & deaths be attached and an affidavit on non-judicial stamp paper of Rs.3/- that the sister for whose marriage is being obtained is wholly and solely dependant on him.
4. The marriage advance will be admissible to only Class-III & IV Govt. employees.
5. The applicant must furnish attested copy of the school leaving certificate/attested photocopy of the date of birth certificate in form No.9 as prescribed under the Haryana Registration of births & deaths Rule 72 of the child ought to be married. In the absence of any reasonable documents the case may not be forwarded to HO.
6. The advance shall be recoverable in not more than 70 (seventy) monthly installments. No extension of time for the commencement of recovery will be granted. It may also be ensured that the principal and interest accrued thereon is recovered from the employee before the retirement.
7. No ex post facto sanction will be given in any case.
8. Preference will be given to inter case marriage.
9. The earlier application form has been amended to some extent and as such, the request may be sent in enclosed format. The specimen of agreement form and surety Bond are also enclosed for ready reference.

ADMISSIBILITY

- | | | |
|---|--|---|
| 1 | Loan for the marriage of Daughter/sister : | -Rs.1,00,000/- or 15 months Basic Pay including DP/S.Pay & NPA whichever is less recoverable in 100 installments. |
| 2 | Loan for the marriage of Son | Rs.60,000/- or 10 months Basic Pay including DP/S.pay & NPA whichever is less recoverable in 100 installments. |

REMARKS BY THE FORWARDING AUTHORITIES:

Forwarded in original to the Managing Director, Haryana Warehousing Corporation, Panchkula with the remarks that the particulars at Sr.No.1 to 20 above have been verified from the record and are correct.

Certified that the following advances are outstanding against the employee:

S.No.	Name of advance	Total amount sanctioned	Deduction per month	Balance outstanding

He/she is eligible for an advance of Rs._____which is recommended.

DISTRICT MANAGER, HWC/
BRANCH OFFICER AT H.O.

CERTIFICATE FROM THE DISTRICT MANAGER/BRANCH OFFICER

It is certified that the advance of Rs._____ (Rupees_____ applied for is admissible according the instructions and the information given by the applicant.

Signature of District Manger/
Branch Officer with stamp

(FOR OFFICE USE ONLY)

- 1 The application is complete in all respect.
- 2 It is accompanied by affidavit, proof of date of birth and surety bond.
- 3 Loan of Rs._____ is admissible.
- 4 Budget provision of Rs._____ is available.

ASSISTANT ASSISTANT MANGER (ADMN)-III INTERNAL AUDIT OFFICER

SANCTIONED

CHIEF GENERAL MANAGER