

APPLICATION FORM FOR

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:
Basic Pay: _____ +D.Pay _____ +Spl.Pay/NPA _____ Total= _____
6. Anticipated price of _____ : _____
7. Amount of Advance required : _____
8. Date of joining in Haryana Govt.,Service : _____
9. Date of Birth : _____
10. Date of Superannuation : _____
11. Whether permanent/ temporary, : _____
(if temporary the surety of a permanent government employee of non-judicial stamp paper worth Rs. 15/- may be attached)
12. Salary Head : _____
a) Pay Bank Name and Account Number : _____
b) GPF Account Number : _____
13. Whether advance for the same purpose was obtained previously, if so;

	<u>Date</u>	<u>Amount</u>
i) Date of drawal of the first advance	_____	Rs. _____
ii) Date of drawal of the second advance	_____	Rs. _____
iii) The amount of advance 1 st /2 nd or interest thereon still outstanding if any	_____	_____
iv) Sale proceeds of previous _____ <i>(attach proof in support thereof)</i>	_____	_____
14. (i) Whether the intention is to purchase a _____ through a person other than a regular dealer/ Agent (ii) whether prior sanction of the competent authority has been obtained for the purchase of second hand _____ as required under the employees conduct Rules.
15. (a) Certified that the information given is complete and true.
(b) Certified that I have not taken delivery of the _____ on account of which I apply for the advance and that I shall complete negotiations for the purchase and pay finally and take possession of the _____ before the expiry of one month from the date of drawal of the loan and further that the insurance of the _____ will be comprehensive.
(c) Certified that if I do not purchase the _____ within one month from the date of drawal of advance, the Government is fully empowered to adjust my entire salary (Pay and Allowances) towards the advance till it is fully recovered.
(d) Certified that I am unable to purchase the _____ without Government loan.
(e) Certified that the purchase of _____ will increase my efficiency in discharge of official duties.

Dated: _____

Signature of the Applicant _____
Designation _____
Department _____

CERTIFICATE

(To be furnished by the Head of the Department/ Controlling Officer)

- a) Certified that the case has been examined in accordance with the rules/ instructions issued by the Finance Department Haryana from time to time,
- b) Above entries from Col. 1 to 15 have been checked and found correct.
- c) Certified that the purchase of _____ will increase the efficiency of the applicant while discharging the official duties.
- d) A sum of Rs. _____/- may please be earmarked for the purchase of _____.

Dated: _____

Signature of the Head of the Department/
Authority with Designation

**FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN
ADVANCE FOR THE PURCHASE OF _____ MOTOR VEHICLE**

An agreement made on _____ day of _____ two thousand _____ between Sh. _____ office of _____ (hereinafter called 'the Borrower' which expression shall include his heirs administrators, executors, and legal representatives) of the one part and the Governor of Haryana (hereinafter called ' the Governor' which expression shall include his successors and assignees) of the other part. Whereas the Borrower has under the provisions of the Punjab Financial Rules hereinafter referred to as 'the said rules' which expression shall include any amendments thereof for the time being in force applied to the Governor for a loan of Rs. _____ (Rupees _____) for the purchase of a _____ and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. _____ to be paid by the Governor to the Borrower, the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and here by authorizes the Governor to make such deductions and (2) in case any portion of the loan together with the interest accrued on the amount of loan remain unpaid at the time of retirement /resignation/death of the Borrower, hereby agrees to authorize the Governor in consideration of the said amount to recover the balance of loan with interest accrued on the amount of loan out of the Death –cum-Retirement Gratuity payable to the borrower in accordance with the rules . The borrower further agrees to cancel the nomination made by him under rule 4(6) of the New Pension Rules contained in Appendix 2 of the Punjab Civil Services Rules, volume II, so as to leave the Governor free to appropriate the sum found payable to him after retirement in adjustment of the balance of the loan with interest accrued on the amount of loan and (3) within one month from the date of payment of the said sum to expend the full amount of the said loan in purchase of a _____ or if the actual price paid is less than the loan to repay the difference to the Governor forthwith, and (4) to execute a document hypothecating the said _____ to the Governor of Haryana as security for the amount to be lent to the Borrower as aforesaid and interest in the form provided by the said rules and **It is hereby lastly agreed and Declared that if the _____** has not been purchased and hypothecated as aforesaid within one month from the date of payment of the said sum or if the Borrower within that period becomes insolvent or quits the service of the Government or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In Witness whereof the borrower and _____ for and on behalf of the Governor have hereunto set their hands the day and year first before written.

Dated: _____

(Signature and Designation of the Borrower)

(Signature of Witness)

for and on behalf of the Governor of Haryana

(Signature and Designation of the Officer)

ANNEXURE- IV

I, _____ do hereby authorize the Accountant general, Haryana to recover from the Death-cum-retirement gratuity, the amount which would become due to him on the date of superannuation/ retirement the balance of outstanding _____ advance, with interest in terms of the penultimate paragraph of the agreements dated the _____

Dated: _____ Signature _____
Designation: _____

Certified that I hereby cancel the nomination made by me in respect of Death cum retirement gratuity to me at the time of retirement.

Signature _____
Designation: _____

Certified that I am not in a position to purchase _____ without Government loan and that the rest of the amount I shall bear out of my personal saving.

Dated: _____ Signature _____
Designation: _____

SURETY BOND

This deed is made on the _____ day of _____ Two thousand and _____ between Sh _____ S/o Shri _____ and working as _____ in _____ department (hereinafter referred to as the surety) of the one part and the Governor of Haryana (hereinafter referred to as the Government) of the other part.

Whereas the loan of Rs. _____ (Rupees _____) has been granted to Shri- _____ S/o Shri _____ hereinafter referred to as borrower) of the terms and conditions contained in the agreement dated _____ and subject to the borrower furnishing a permanent Government Servant as surety to guarantee the due performance and observation by him of the conditions of the agreement dated _____

And whereas Shri _____ S/o Shri _____ has fulfillment of the conditions of the Advance agreed to stand as surety for the Borrower on the terms and conditions hereinafter appearing.

Now this deed witnesses and the parties hereto agree as follows:-

1. In pursuance of the said agreement and in consideration of sum of Rs. _____ advance by the Government to the Borrower as loan, the surety hereby agrees that the borrower shall duly, faithfully, and punctually perform all the conditions set out in the agreement dated _____ and to be performed and observed by him and that in the event of the failure of the borrower to perform any of the said conditions and of the borrower dying or ceasing to be in service for any cause that what so ever before the amount due to the Government from the borrower is fully paid off, the surety shall immediately pay the entire amount due to the Government on account of the principle and interest under the said agreement.
2. For the consideration aforesaid and in further pursuance of the agreement it is hereby agreed that the liability of surety shall not be affected by the Government granting time or any other indulgence to the borrower.
3. The Government shall be entitled to deduct from the pay, Travelling Allowance or any other sum which may be or become payable by the Government to the surety the amount due to it from the surety under this deed.

In Witness where of the parties have signed, this deed on the date respectively mentioned against their Signature in the _____ year of the Republic of India.

(Signature of Witness)

Signature of Surety & Designation

Dated:-

Department

Signed by _____
for and on behalf of the Governor of Haryana.

CHECK LIST OF MOTOR CONVEYANCE ADVANCE

Documents to be attached with the proposals for Motor conveyance Advance

1. Application form duly filled signed by the applicant and also verified and signed by competent authority of the concerned Department.
2. Agreement deed (Form PFR-21)
3. Annexure -IV (Death-cum-retirement gratuity)
4. Invoice of vehicle from Authorized dealer or agreement of purchase.
5. Proof of permanent Haryana Government Employee (if Permanent)
6. In case of regular employee Surety of one permanent Haryana Government employee on non judicial stamp paper worth Rs.15.

for second Advance

7. Sale proceeds of previous vehicle purchased with Govt. loan.
8. N.D.C of first advance.
9. All columns should be filled in. The mode of the vehicle should also be clearly mentioned.
10. For second hand vehicle permission of Head of the department.

CHECK LIST OF CYCLE ADVANCE

Documents to be attached with the proposals for cycle Advance

1. Application form duly filled signed by the applicant and also signed
by competent authority of the concerned Department.
2. Agreement deed (Form PFR-21).
3. Invoice of Cycle.
5. Proof of permanent Haryana Government Employee.
6. In case of regular employee Surety of one permanent Haryana Government employee on non judicial stamp paper worth Rs.15.
7. Second advance application should be forwarded after three years
from the grant of first advance.
8. All columns should be filled in.

CHECK LIST OF CONVEYANCE ADVANCE.

1. Application form /Agreement deed in (Form PFR-21)/Surety Bond and Annexure-IV in proper Performa.
- 2 All columns should be filled in.
- 3 In all documents write clearly the vehicle name.
- 4 The Proof of permanent Haryana Government employee.
5. Proof of sale proceeds of previously vehicle.
1. Verification of recovery of principal and interest by DDO.
7. In case of regular employee surety from one permanent Haryana Government employee on non-Judicial stamp paper worth Rs.15 is required
- 8 Invoice from Authorized Dealer.
- 9 For second hand vehicle, permission of Head of Department is required.
- 10 Second advance application should be forwarded after three years from the grant of first advance.