

From

The Comptroller,  
LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/DDOs  
(Including outstations)  
LUVAS, Hisar

Memo No.: - LUVAS/CVU/B-1(14)/2024/6999-7045

Dated: 18/01/2024

**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 2023-24 (2<sup>nd</sup> Phase).**

This office has allocated funds amounting to **₹25.00 Lacs** under “Loans & Advances” in the financial year 2023-24 for extending marriage loan to the University employees for self-marriage and for the marriage of their wards/dependents sisters for which applications are invited on the prescribed proforma (copy attached) along with service book of the officials concerned through respective controlling officers on or **before 31.01.2024**. 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 by the State Govt. from time to time will be applicable. In addition to the above, the ceiling for the marriage advances will be as under: -

#### **Marriage Loan**

(i) 10-month 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 31.03.2024**.

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.

Encls: as above

-Sd-  
Comptroller

## 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 <sup>st</sup> /2 <sup>nd</sup> 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