

## MARRIAGE ADVANCE

1.	Form of Application for sanction of Marriage Advance	<a href="#">FORM No-I</a> (Para-4 (a))
2.	Agreement Bond	<a href="#">FORM No-II</a> (Para-4(a))
3.	Form of personal security bond to be executed by a Government Employee applying, for Marriage Advance along with a permanent Government Employee as Surety.	<a href="#">FORM No-III</a> (Para-7)
4	Utilization Certificate	<a href="#">Form No-IV</a> (Para 10)

**FORM-1**  
**(Para-4 (a))**

**(Circular Memo. No. 70-C/20/AI/A&L/83-1, dt: 20.8.1987 of Finance and Planning  
(FW.A &L) Department).**

Form of application for the sanction of advances for the celebration of marriage.

(To be submitted to the sanctioning authority through proper channel)

1.		Name of the applicant (in Block letters)	
2.		Designation of the applicant and office in which employed.	
3.	a.	Whether permanent and if so, the particulars of the permanent post.	
	b.	If not permanent, the date of first regular appointment in Government Service.	
	c.	Total period of regular service	
4.		Amount of advance applied for	
5.		Number of monthly installments in which the advance may be recovered (Not more than Principal – 70+ Interest-10)	
6.		Residential address.	
7.		Permanent address.	
8.	a.	Date of birth of the Government Employee	
	b.	Date of marriage of the Government Employee	
	c.	No. of sons with their ages	
	d.	No. of daughters with their ages	
9.		Scale of pay of the present post	
10.		Basic pay in the present post as defined under Fundamental Rule-9(21) (3) (i).	
11.		Gross monthly salary (with details)	

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12.		Particulars of deductions from gross pay.	
	i.	General Provident Fund	
	a..	Subscription	
	b.	Recovery towards temporary advance.	
	ii.	Festival Advance	
	iii.	Conveyance advance for bicycle/ Motor Cycle/scooter/Motor car.	
	iv.	House Building Advance	
	v.	Other recoveries.	
	a.	Khadi, Handloom cloth advance	
	b.	Postal Life Insurance	
	c.	Salary Savings Scheme	
	d.	Recoveries towards the Co-operative Credit Society.	
	e.	Other items	
	f.	Do the total recoveries exceed 1/3 <sup>rd</sup> of total emoluments.	
13.		Net salary received	
14.		Proposed Date of marriage	
15.		For e marriage the advance is applied for (self/daughter/son)	
	a.	If son/daughter	
	i.	Date of Birth	
	ii.	Age	
16.		Name and occupation of the son or daughter for whose marriage advance is applied for.	
17.	i.	If the advance is for marriage of the Government servant himself/herself whether father or mother of the applicant is a Government employee.	
	ii.	If so, whether he/she applied for the advance or has been sanctioned an advance for this marriage.	

18.		Whether the applicant has already applied for or was sanctioned any advance or whether the application for the advance was rejected previously.	
	i.	Amount of such advance	
	ii.	Number and date of order in which such advance was sanctioned.	
	iii.	Whether any amount of such advance is outstanding for repayment (principal and interest to be shown separately).	

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Station.

Date.

SIGNATURE OR THE APPLICANT

**FORM-II**  
**(Para-4(a))**

Form of agreement to be executed at the time of applying for marriage Advance.

An Agreement made this \_\_\_\_\_ day of \_\_\_\_\_  
One thousand nine hundred and \_\_\_\_\_  
Between: \_\_\_\_\_ (hereinafter called for the Borrower which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the Government of Andhra Pradesh of the other part.

WHEREAS the Borrower has under the scheme for the grant of marriage advance to Government servants (hereinafter referred to as the said scheme which expression shall include any amendments thereof or additions thereto for the time being in force) applied to the Government of Andhra Pradesh (hereinafter called the Government) for an advance of Rs..... For the celebration of marriage of himself/herself/daughter/son on the terms and conditions hereinafter contained and whereas the application of the ;borrower for the loan is being considered by the Government. Now it is HEREBY AGTREED between the parties hereto that in consideration of the sum of Rs..... to be paid by the Government to the Borrower, if and when the Government sanction the said loan the Borrower hereby agrees.

1. to pay the Government the said amount with interest by monthly deduction from his salary his salary and hereby authorize the Government to make such deductions.
2. to expend the full amount of the said loan for the celebration of the aforesaid marriage within three months from the date of drawal of the advance or if the actual expenditure incurred is less than the advance so repay the difference to the Government forthwith and:
3. in the event of Borrowers relief from Government service before the advance drawn together with interest is fully repaid, to repay in one lumpsum the amount outstanding and the interest before the borrower is actually relieved from the Government service.

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4. to refund forthwith the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilized for the purpose for which it was sanctioned, and,
5. if within the period already fixed for the recovery of the principal and interest thereon the Borrower becomes insolvent or quits the service of the Government the whole amount of the advance and interest accrued thereon or such portion of the amount outstanding with interest shall immediately become due and payable.

In witness thereof the borrower and for and on behalf of the Governor of Andhra Pradesh have hereunto set their hands.

Signature and Designation of the  
Borrower

Signed by the said in the presence of:

(Signature of witnesses)

1. First witness :  
Address :  
Occupation :
2. Second witness:  
Address :  
Occupation:

(Signature and Designation of officer)

Signed by (Name and Designation Sri.....)

Acting for and on behalf of and by the order and direction of Governor of Andhra Pradesh in the presence of

(Signature of witnesses)

1. First witness :  
Address :  
Occupation :
2. Second witness :  
Address :  
Occupation :

**FORM-III  
(Para-7)**

Form of personal security bond to be executed by a Government employee applying for Marriage Advance along with a permanent Government Employee as Surety.

KNOW ALL MEN BY THESE PRESENTS THAT WE,

Sri \_\_\_\_\_ Son of \_\_\_\_\_  
And Sri \_\_\_\_\_ Son of \_\_\_\_\_  
Surety of Sri \_\_\_\_\_ are held and firmly bound up to the Governor of Andhra Pradesh in the sum of Rupees ..... to be paid to the Government of Andhra Pradesh (hereinafter called the Government) their successors or assigns or their certain attorney or attorneys for, which the payment to be well and truly to be made we bind ourselves each of us and each of our heirs, executors administrators, and legal representatives firmly by these presents.

WHEREAS the above bounded \_\_\_\_\_ who at present holds the office of \_\_\_\_\_ has applied to the Government for the grant to him an advanced of Rupees \_\_\_\_\_ for the purpose of celebrating the marriage of \_\_\_\_\_

AND WHEREAS the Government have agreed to sanction the said advance to the said Sri \_\_\_\_\_ and the above bounded Sri \_\_\_\_\_ held the office of his surety entering into a bond in the above mentioned sum of Rs. \_\_\_\_\_ With such conditions as are hereunder written for repayment of the said advance as and when they fall due and for the observance and performance by the said \_\_\_\_\_ of the several conditions relating to the advance or any modifications thereof relating to the above said advance.

1. If the said \_\_\_\_\_ His heirs, executors, administrators or legal representatives shall from time to time and at all times hereunder well and truly pay or cause to be paid to the Government all such sums of money as shall from time to time become due and owing to the Government from the said \_\_\_\_\_ in respect of the advance above mentioned and when such sum or sums of money shall respectively become due and payable.

2. If the said \_\_\_\_\_ shall at any time or times hereafter make default in payment of any such sum or sums of money as aforesaid, the said \_\_\_\_\_ or his heirs, executors, administrators and legal representatives shall within the space of one calendar month after receiving notice in writing of such default and of the amount thereof from the Government well and truly pay or cause to be paid to the Government the sum of money stated in the said notice to be being the amount of the said default.

Signed, sealed and delivered \_\_\_\_\_ (Signature or Borrower)  
By the said in the presence \_\_\_\_\_  
Of witness:

- 1.
- 2.

(Signature of the Surety)

**FORM-IV  
(Para-10)**

**UTILISATION CERTIFICATE**

1, \_\_\_\_\_ employed as \_\_\_\_\_ in the  
Department/Office \_\_\_\_\_ hereby certify that the marriage advance of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) sanctioned to  
me has ;been fully utilized by me for meeting the expenses incurred in connection  
with the marriage of \_\_\_\_\_ celebrated on \_\_\_\_\_ \*less the sum of Rs.  
Refunded by me \_\_\_\_\_

Witness:

Signature of the borrower

1.

2.

\*to be scored out if no amount has been refunded.\*