

**APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF**  
**Vehicle (Car/ Motor cycle/ Scooter/Moped)**

1. Name of the applicant :  
\_\_\_\_\_  
(in block letters)
2. Father's/Husband's Name :  
\_\_\_\_\_
3. Name of the Parent Deptt. & Office :  
\_\_\_\_\_
4. Designation :  
\_\_\_\_\_
5. Basic Pay \_\_\_\_\_ D.Pay \_\_\_\_\_ Spl. Pay \_\_\_\_\_ Total  
\_\_\_\_\_
6. G.P.F A/c No. :  
\_\_\_\_\_
7. Whether regular/adhoc if regular surety :  
\_\_\_\_\_  
of two HUDA employees having 5 years  
regular service on a non judicial stamp  
paper worth Rs.15/- in a prescribed  
performa may be given.
8. Anticipated price of the vehicle :  
\_\_\_\_\_  
alongwith proof thereof.
9. Amount of advance required. :  
\_\_\_\_\_
10. Date of Joining in Service :  
\_\_\_\_\_

11. Date of Birth :  
\_\_\_\_\_
12. Date of Superannuation :  
\_\_\_\_\_
13. No. of installment in which the advance :  
\_\_\_\_\_  
is desired to be repaid.
14. Whether for similar purpose the advance :  
\_\_\_\_\_  
was obtained previously, if so;

**Date**

**Amount**

- i) Date of Drawl of the first advance :  
\_\_\_\_\_

**Date**

**Amount**

- ii) Date of drawl of the Second advance :  
\_\_\_\_\_

- iii) The amount of 1<sup>st</sup> advance or interest :  
\_\_\_\_\_

thereon still outstanding, if any

- iv) Sale proceed of previous vehicle :  
\_\_\_\_\_

along-with proof in support thereof

- iv) Certificate from the Head of Office :  
\_\_\_\_\_

that the sale is reasonable keeping  
in view the condition of the vehicle.

15. i) Whether the intension is to purchase  
new vehicle 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 employees conduct Rules.  
\_\_\_\_\_
- 16 a) Certified that information given above is complete and true.
- b) Certified that I have no \_\_\_\_\_ in my name.
- c) 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 drawl of the loan and further that the insurance of the \_\_\_\_\_ will be comprehensive.
- d) Certified that if I do not purchase the \_\_\_\_\_ within one month from the date of drawl of advance, the Haryana Urban Development Authority is fully empowered to adjust my entire salary (Pay and allowances) towards the advance till it is fully recovered.
- e) Certified that I am unable to purchase the \_\_\_\_\_ without HUDA loan.
- f) Certified that the purchase of \_\_\_\_\_ will increase my efficiency in discharge of official duties.

Dated:  
applicant

Signature of the

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

Deptt/Office\_\_\_\_\_

\_\_\_\_\_

## **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 16 have been checked and found correct.
- c) Certified that the purchase of vehicle 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 \_\_\_\_\_.

**Controlling Authority with**

**Designation**  
**Dated:** \_\_\_\_\_

### **FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN ADVANCE FOR THE PURCHASE OF**

\_\_\_\_\_

**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 Chief Administrator, (hereinafter called 'the Haryana Urban Development Authority' 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 Chief Administrator for a loan of Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_ ) for the purchase of a \_\_\_\_\_ and whereas the Chief Administrator has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

**Not it is hereby agreed** between the parties hereto that in consideration of the sum of Rs. \_\_\_\_\_ to be paid by the Chief Administrator to the Borrower, the Borrower hereby agrees with the Chief Administrator (1) to pay the Chief Administrator 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 Chief Administrator 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 Chief Administrator 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 Chief Administrator 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 Chief Administrator forthwith, and (4) to execute a document hypothecating the said \_\_\_\_\_ to the Chief Administrator

of HUDA 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 HUDA 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 Chief Administrator have hereunto set their hands the day and year first before written.

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

(Signature and Designation of the  
Borrower)

(Signature of Witnesses)

- 1.
- 2.

For and on behalf of the Chief Administrator,  
HUDA.

(Signature and designation of the  
officer)

### **CERTIFICATE BY THE DEPARTMENT**

1. Certified that Sh. \_\_\_\_\_ working in this office has completed more than five year regular service in HUDA and no enquiry/court case is pending against him.

2. Certified that Sh. \_\_\_\_\_ and Sh. \_\_\_\_\_ who have stand surety for the \_\_\_\_\_ advance of Rs . \_\_\_\_\_ are also regular employee of HUDA and have completed five years regular service in HUDA and no enquiry /court case is pending against them.
3. That the officials are likely to continue in service till the whole amount of advance and interest is fully recovered
4. Certificated that the information/particular given in the application performa has been verified from the office record and are correct.
5. Certified that the advance of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) applied for is admissible according to instructions and the information given by the applicant is correct.

**Office**

**Head of**

#### **ANNEXURE-IV**

I \_\_\_\_\_  
\_\_\_\_\_ do hereby authorize the Chief Administrator, HUDA to recover from DCRG and GPF/EPF Account No.\_\_\_\_\_, the amount which would become due to me on the date of superannuation/retirement the balance of outstanding \_\_\_\_\_ advance, with interest in terms of penultimate paragraph of the agreements date the \_\_\_\_\_.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Certified that I hereby cancel the nomination made by me in respect of DCRG and GPF/EPF Account No.\_\_\_\_\_ payable to me at the time of retirement.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_



### **SURETY BOND**

This deed is made on the \_\_\_\_\_ day of \_\_\_\_\_ between Sh. \_\_\_\_\_ working as \_\_\_\_\_ in office of \_\_\_\_\_ (here-in-after referred to as the surety) of the one part and the Chief Administrator, (hereinafter referred to as the Haryana Urban Development Authority) of the other part.

Whereas a loan of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) has been granted to Sh. \_\_\_\_\_ S/o \_\_\_\_\_ (hereinafter referred to as borrower) of the terms and conditions contained in the agreement dated \_\_\_\_\_ and subject to the borrower furnishing a regular HUDA employee as surety to guarantee the due performance and observations by the him of the conditions of the agreement dated \_\_\_\_\_.

And \_\_\_\_\_ whereas Sh. \_\_\_\_\_ S/o \_\_\_\_\_ has in fulfillment of the conditions of the advance of \_\_\_\_\_ loan agreed to stand as surety for the borrower on the terms and conditions hereinafter appearing.

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

1. In pursuance of the said agreement and in consideration of sum of Rs.\_\_\_\_\_ advanced by the Chief Administrator 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 of the borrower dying or ceasing to be in service for any cause that whatsoever before the amount due to the Chief Administrator on the account of principal 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 Chief Administrator granting time or any other indulgence to the borrower.
3. The Chief Administrator shall be entitled to deduct from the pay, traveling allowance or any other sum which may be or become payable by the Chief Administrator to the surety the amount due to it from the surety under this deed.

In witness whereof the parties have signed, this deed on the date respectively mentioned against their signature in the \_\_\_\_\_year of the Republic of India.

**Witness.**

1.

Signature of the surety

2.

Designation\_\_\_\_\_

Department\_\_\_\_\_

Signed by \_\_\_\_\_  
For and on behalf of HUDA.