

APPLICATION FORM FOR BI-CYCLE 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 BI-Cycle : _____
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>
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i) Date of drawal of the first advance : _____ Rs. _____

ii) The amount of advance^{1st} or interest : _____
thereon still outstanding if any

Certified that I will produce a certificate giving full particulars of cycle purchased.

Dated:-

Signature of Applicant

Designation _____

Department/Branch _____

SURETY FORM FOR TEMPORARY EMPLOYEES

I _____ a permanent employee of the _____ Department stand surety of Rs. _____ (Rupees _____) on account of cycle advance applied by Shri. _____ a temporary employees in the _____ Department/ Branch.

In case any amount in respect of the above advance is left unrecovered, I shall have no objection to the realization of that amount from Pay/TA or any other dues admissible to me from Government.

Signature _____

Designation _____

Department/Branch _____

Certified that Sh. _____ the official has signed above in my presence as surety for Sh. _____ is permanent Government employee.

Signature of Certifying officer with Designation.

**FORM OF AGREEMENT TO BE EXECUTED WHILE APPLYING FOR AN
ADVANCE FOR THE PURCHASE OF BI-CYCLE**

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 cycle 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 cycle 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 cycle 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 cycle 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)

CHECK LIST OF BI-CYCLE ADVANCE

Documents to be attached with the proposals for cycle 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. 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.
7. Second advance application should be forwarded after three years from the grant of first advance.
8. All columns should be filled in.