

**Form GFR - 22**

**FROM OF AGREEMENT TO BE EXECUTED BEFORE DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR VEHICLE/PERSONAL COMPUTER..**

AN AGREEMENT made on .....day of .....Two thousand and .....BETWEEN.....(hereinafter called the BORROWER which expression shall include his heirs, administrators, executors & legal representatives of the one part and the President of India (hereinafter called the President, which expression shall include his successors and assigners of the other part. Whereas the Borrower has under the provisions of the General Financial Rules, 1963 (hereinafter referred to as the said rules which expression shall include any amendments thereof for the time being in force) applied to the President for a loan of Rs.....for the purchase of a motor vehicle/personal Computer and whereas the President 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 President to the borrower ,the Borrower hereby agrees with the President (1) to pay the President the said amount with the interest calculated according to the said rules and hereby authorizes the President to make such deductions , (2) (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 motor vehicle/personal computer or if the actual price paid is less than the loan to repay the difference to the President forthwith, and (3) to execute a document Hypothecating the said motor vehicle/personal computer to President as security for the amount to be lent to the Borrower as aforesaid & interest in the form provided by the said rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE/PERSONAL COMPUTER 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 quite 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 MORTGAGOR/BORROWER has hereunto set his hand and Sh./Smt.....in the Ministry /Office of .....for and behalf of the President of India has hereunto set his hand.

\*Signed by the said in presence of

1.....

2.....

.....

(Signature of Witness)  
Signed by(Name & Designation)

(Signature and Designation of the  
Borrower)

for and on behalf of the President of India in the presence of

1.....

2.....

(Signature of Witness)

(Signature and designation of the Officer)

**FORM GFR 30**

[See Government of India's Decision below Rule 276]

**Form of Cash Security Bond**

KNOW ALL MEN BY THESE PRESENTS THAT I, \*..... am held and firmly bound unto the President of India, his successors and assigns (hereinafter referred to as "Government") in the sum of Rs. .... (Rupees ..... ) to be paid to the Government for which payment, well and truly to be made, I bind myself, my heirs, executors, administrators and legal representatives by these presents. Signed and dated this ..... day of ..... two thousand and .....

2. WHEREAS the above bounden \*..... was on the ..... day of 200..... appointed to and now holds of the office of ..... in the office of ..... AND WHEREAS the said \*..... by virtue of holding such office is bound to collect ..... (here describe the nature of the Cashier's /Store-keeper's /Sub-Store-keeper's /Subordinate's duties) and to keep and render true and faithful accounts of his dealings with all property and money which may come into his hands or possession or under his control, such accounts to be kept in the form and manner that may, from time to time, be prescribed by duly constituted authority, and also to prepare and submit such returns, accounts and other documents as may from time to time be required of him.

3. AND WHEREAS the said \*..... has, in pursuance of Rule 270 of the General Financial Rules, 1963, delivered to and deposited with ..... the above-mentioned .....sum of Rupees ..... (Rupees ..... ) in cash as security for the due and faithful performance by the said \*..... of the duties of his office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required of him while holding any such office as aforesaid and for the purpose of securing and indemnifying the Government against all loss, injury, damage, costs or expenses which the Government may, in any way, suffer, sustain, or pay, by reason of the misconduct, neglect, oversight or any other act of omission of the said \*..... or of any person or persons acting under him for whom he may be responsible.

4. AND WHEREAS the said \*..... has entered into the above bond in the sum of ..... conditioned for the due performance by him the said \*..... of the duties of the said Office and of other duties appertaining thereto or which may lawfully be required of him and to indemnify the Government against loss from or by reason of the acts or defaults of the said \*..... and of all and every other person and persons aforesaid.

5. NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said \*..... has whilst he has held the said office of ..... as aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, whilst shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from time to time be required of him while holding any such office as aforesaid, and shall duly pay into the Government Treasury at ..... all such moneys and securities for moneys as are payable or deliverable to Government and shall come into his possession or control by reason of the said office and if the said \*..... his heirs, executors, administrators or legal representatives, shall pay or cause to be paid unto the Government the amount of any loss or defalcation in the accounts of the said \*..... within 24 hours after the amount of such loss and/or defalcation shall have been demanded from the said \*..... by the ..... such demand to be in writing and and left at the office or last known place of residence of the said \*..... and shall also at all times indemnify and save and keep harmless the Government from all and every loss, injury, damage, actions, suits, proceedings, costs, charges or expenses

which has been or shall or may at any time or times hereafter during the service or employment of the said \*..... in such office as aforesaid, or any such offices aforesaid, be sustained,

incurred, suffered, brought, sued or commenced or paid by the Government by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission or insolvency of the said \*..... or of any person or persons acting under him or for whom he may be responsible, *then* this obligation shall be void and of no effect, otherwise the same shall be and remain in full force. PROVIDED ALWAYS and it is hereby declared and agreed by and between the parties hereto that the said sum of Rs. .... ( Rupees ..... ) so delivered and deposited as aforesaid shall be and remain with the ..... for the time being as such security as aforesaid with full power to the ..... for the time being as occasion shall require, to apply the said sum of Rupees ..... or any part thereof, in and towards the indemnity of the Government or otherwise as aforesaid.

6. And it is hereby further agreed that in the event of the death of the said \*..... or on the final termination of the service of the said \*..... whether as ..... as aforesaid, or otherwise or in the event of the said\* ..... ceasing to hold any office requiring security the said sum of Rs. .... ( Rupees ..... ) shall be retained by Government for ..... months after the said ..... has either died while holding the said office or has quitted the said office or has ceased to hold any office requiring security and the said sum or so much thereof as shall then remain in deposit and shall not have been applied or appropriated as aforesaid shall, on the expiration of the said period of ..... months be returned to the said \*..... or his heirs and legal representatives, as the case may be, recovering any loss, injury, damage, costs or expenses that may have been sustained, incurred or paid by the government owing to any act, neglect or default of the said ..... ,or any such person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service, or ceasing to hold any office for which the security was required

PROVIDED ALWAYS that the return at any time of the said security shall not be deemed to affect or prejudice the right of the Government to take proceedings upon or under this bond against the said \*..... or against his heirs, executors, administrators or legal representatives after his death, in case of any breach of conditions of this bond shall be discovered after the return of the said security and the responsibility of the said ..... or his estate, as the case may be, shall at all times continue, and the Government shall be duly indemnified against all such loss or damage as aforesaid at any time.

7. PROVIDED FURTHER, that nothing herein contained nor the security here given shall be deemed to limit the liability of the said ..... in respect of matters aforesaid to the forfeiture of the said Rs. .... ( Rupees ..... ) or any part or parts thereof and that should the said sum be insufficient to indemnify the Government in full or any loss or damage sustained by them in respect of matters aforesaid or any of them the said ..... shall pay to the Government on demand such further sum as shall be deemed by the ..... to be necessary, in addition to the said sum of Rs. .... (Rupees ..... ) to cover loss or damage as aforesaid and that the Government shall be entitled to recover such further sum payable as aforesaid in any manner open to them.

8. The Stamp Duty, if any, on this bond shall be borne by the Government.

1. Signed by the above bounden in the presence of .....
2. Signed for and on behalf of the President of India by ..... the ..... being the person directed or authorised by him in that behalf in the presence of .....

**FORM GFR 31**

[See Government of India's Decision below Rule 276]

**Form of Security Bond ( fidelity bond deposited as security)**

KNOW ALL MEN BY THESE PRESENTS THAT I, \* .....  
of..... and held and firmly bound unto the President of India, his  
successors and assigns (hereinafter referred to as "Government") in the sum of Rs. .... (Rupees  
.....) to be paid to the Government for which payment, well and truly to be made, I  
bind myself, my heirs, executors, administrators and legal representatives by these presents. Signed and  
dated this ..... day of ..... two thousand and .....

3. WHEREAS the above bounden \*..... was on the  
..... day of .....appointed to and now holds of the office of .....  
in the office of ..... AND WHEREAS the said  
\*..... by virtue of holding such office is bound to collect  
..... (here describe the nature of the Cashier's /Store-keeper's /Sub-  
Store-keeper's /Subordinate's duties) ..... and to keep and render true and  
faithful accounts of his dealings with all property and money which may come into his hands or possession  
under his control, such accounts to be kept in the form and manner that may, from time to time, be  
prescribed by duly constituted authority, and also to prepare and submit such returns, accounts and other  
documents as may from time to time be required of him.

3. AND WHEREAS the said \* ..... has, in pursuance of Rule 270  
of the General Financial Rules, 1963, delivered to and deposited with .....  
..... a fidelity bond issued by ..... Company for the sum of  
Rupees ..... (Rupees ..... ) as security for the due and faithful performance  
by the said \* ..... of the duties of his said office and of any other office requiring  
security to which he may be appointed at any time and of other duties which may be required of him while  
holding any such office as aforesaid and for the purpose of securing and indemnifying the Government  
against all loss, injury, damage, costs or expenses which the Government may, in any way, suffer, sustain,  
or pay, by reason of the misconduct, neglect, oversight or any other act of omission of the said  
..... or of any person or persons acting under him for whom he may be  
responsible.

4. AND WHEREAS the said \* ..... has entered into the above bond in  
the sum of ..... conditioned for the due performance by him the said  
\*..... of the duties of the said Office and of other duties appertaining thereto or  
which may lawfully be required of him and to indemnify the Government against loss from or by reason of  
the acts or defaults of the said ..... and of all and every other person and  
persons aforesaid.

5. NOW THE CONDITION OF THE ABOVE WRITTEN BOND is such that if the said  
\*..... has whilst he has held the said office of ..... as  
aforesaid, always duly performed and fulfilled the duties of his said office and if he shall, whilst he shall  
hold the said office or any other office requiring security to which he may be appointed, or in which he may  
act, always duly perform and fulfill all and every duties thereof respectively and other duties which may  
from time to time be required of him while holding any such office as aforesaid, and shall duly pay into the  
Government Treasury at ..... all such moneys and securities for moneys are payable or  
deliverable to Government and shall come into his possession or control by reason of the said office and if  
the said ..... his heirs, executors, administrators or legal representatives, shall pay or cause  
to be paid unto the Government the amount of any loss or defalcation in the accounts of the said  
..... within 24 hours after the amount of such loss and/or defalcation shall have been  
demanded from the said ..... by the ..... such demand to be in

writing and left at the office or last known place of residence of the said ..... and shall also at all times indemnify and save, or any such offices aforesaid, be sustained, incurred, suffered, brought, sued or commenced or paid by the Government by reason of any act, embezzlement, defalcation, mismanagement, neglect, failure, misconduct, default, disobedience, omission, or insolvency of the said ..... or of any person or persons acting under him or for whom he may be responsible, then the above written bond shall be void and of no effect, otherwise the same shall be and remain in full force.

6. PROVIDED ALWAYS and it is hereby declared and agreed by and between the parties hereto that the said fidelity bond No..... delivered and deposited as aforesaid shall be and remain at the disposal of the said officer for the time being or the Government as and for part and additional security over and above the above written bond to the Government, for the indemnity and other purposes aforesaid with full power to the Government or an officer duly authorized in that behalf to obtain and receive payment of the sum or sums of money recoverable or to be received, upon or by virtue of the said fidelity bond or a sufficient portion thereof and all benefits and advantages thereof and to apply the same in and towards the indemnity as aforesaid of the Government.

7. AND it is hereby further agreed and declared by and between the parties hereto that the said \*..... shall keep the said fidelity bond issued by the said company in full force by payment of the premium and as when they fall due and by otherwise conforming to the rules of the said company relating thereto.

8. PROVIDED ALWAYS that cancellation or lapse at any time of the said fidelity bond shall not be deemed to affect or prejudice the right of the Government to take proceedings upon or under this said bond against the said \*..... in case any breach of the condition of this bond shall be discovered after the cancellation or lapse of the said fidelity bond but the responsibility of the \*..... shall at all times continue and but the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

9. PROVIDED FURTHER that nothing herein contained nor in the fidelity bond so deposited shall be deemed to limit the liability of the said \*..... in respect of matters aforesaid to the forfeiture of the said sum of Rupees ..... or part or parts thereof and that if the said sum be found insufficient to indemnify the Government in full for any loss or damage sustained by them in respect of matters aforesaid or any of them the said \*..... shall pay to Government on demand such further sum as shall be deemed by ..... to be necessary in addition to the said fidelity bond of Rs. .... to cover such loss or damage as aforesaid and that the Government shall be entitled to recover such further sum payable as aforesaid in any manner open to them.

10. The stamp duty, if any, on this bond shall be borne by the Government.

Signature

1. Signed and delivered by the above named.....  
in the presence of .....
2. Signed for and on behalf of the President of India by .....  
the ..... being the person directed or authorized by  
him in that behalf in the presence of.....

**FORM GFR 21**  
**(See Rule 181)**  
**Form of Surety Bond**

KNOW ALL MEN BY THESE PRESENTS THAT I,.....  
son of .....resident of ..... in  
the District of ..... at present employed as a permanent ..... in  
the ..... (hereinafter called " the surety") am held and firmly bound up to the  
President of India (hereinafter called "the Government" which expression shall include his  
successors and assignees) in the sum of Rs. .... (Rupees .....  
..... only) with interest as hereinafter specified and all cost  
between attorney and client and all charges and expenses that shall or may have been incurred by  
or occasioned to the Govt. to be paid to the Govt. FOR WHICH PAYMENT to be well and truly  
made I hereby bind myself, my heirs, executors, administrators and representatives firmly by these  
presents. As witness my hand this ..... day of ....., 20.....

WHEREAS the Govt. has agreed to grant to ..... son  
of ..... , a resident of ..... in the  
district of ..... at present employed as temporary  
..... in the ..... (hereinafter called, "the  
borrower") at the borrower's own request an advance of Rs. .... (Rupees  
..... only) for the ..... AND WHEREAS  
THE BORROWER has undertaken to repay the said amount in ..... equal monthly  
installments with interest as calculated at the rate and in the manner prescribed under Rule 198 and  
Govt. of India's Decisions (1) and (2) there under of the General Financial Rules, 1963, thereon or  
on so much thereof as shall for the time being remain due and unpaid calculated at fixed Govt.  
rates in force for Govt. loans from the day of the advance.

AND WHEREAS in consideration of the Govt. having agreed to grant the aforesaid  
advance to the Borrower the surety has agreed to execute the above bond with such condition as  
hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that if the said Borrower  
shall, while employed in the said ..... DULY and regularly pay or  
cause to be paid to the Govt. the amount of the aforesaid advance owing to the Govt. by  
installments with interest as calculated in the aforesaid manner thereon or on so much thereof as  
shall for the time being remain due and unpaid calculated at fixed Govt. rates in force for Govt.  
loans from the day of the advance until the said sum of Rs. .... (Rupees  
..... only) with interest as calculated in the aforesaid  
manner shall be duly paid, then this bond shall be void, otherwise the same shall be and remain in  
full force and virtue.

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any  
time cease to be in the service of the Government, the whole or so much of the said principal sum  
of Rs. ....(Rupees ..... only ) thereof as  
shall then remain unpaid and the interest due on the said principal sum calculated on the aforesaid  
manner from the day of the advance shall immediately become due and payable to the  
Government and be recoverable from the surety in one installment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Government to the said borrower whether with or without the knowledge or consent of the Surety.

The Government have agreed to bear the stamp duty, if any for this document.

Signed, and delivered  
by the said .....

.....  
(Signature of Surety )

.....

(Designation) .....

at .....

office to which attached

this .....

.....

of .....

in the presence of

.....

(1) .....

(2) .....

Signature,  
address and occupation of  
the Witnesses