

**Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner (MSME)**

**SURETY BOND (vide Rule 5)**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_  
Son/ daughter /wife of \_\_\_\_\_ resident of  
\_\_\_\_\_, in the District of \_\_\_\_\_ at present employed as a  
permanent \_\_\_\_\_ in the \_\_\_\_\_ (hereinafter called "the Surety") am  
held and firmly bound unto the President of India (hereinafter called "the Government" which  
expression shall unless excluded by or repugnant to the subject or context include his  
successors in office and assigns) in the sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) to be paid to the  
Government 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 \_\_\_\_\_ Two thousand and \_\_\_\_\_.

**WHEREAS** \_\_\_\_\_, son/ daughter/ wife of  
\_\_\_\_\_, resident of \_\_\_\_\_ in District of  
\_\_\_\_\_ at present employed as a temporary/permanent \_\_\_\_\_ in the  
"National Informatics Centre" (hereinafter called "the Borrower") (but is due to retire  
on \_\_\_\_\_) applied to the Government for an advance of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) for the purpose of purchasing land  
and/or constructing a new house or enlarging living accommodation in an existing  
house/purchasing a ready-built house.

**AND WHEREAS** the Government sanctioned the payment of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) under the Rules framed by  
the Government of India to regulate the grant of advance to Central Government servants  
building, etc, of house vide the Ministry/Office, Letter No. 26029/\_\_\_/200\_\_-Adm-I, dated  
\_\_\_/\_\_\_/200\_\_, a copy of which is annexed to these presents on the terms and conditions set  
forth therein.

**AND WHEREAS** the Borrower has undertaken to repay the said amount  
in \_\_\_\_\_ monthly installments. **AND WHEREAS** the Borrower has further undertaken to  
Mortgage the house built/purchased with the help of the said amount and to observe the  
provisions of the said rules. **AND WHEREAS** in consideration of the Government having  
agreed to grant the aforesaid advance to the borrower the Surety has agreed to execute the  
above bond with such conditions as hereunder is written.

**NOW THE CONDITION OF THE OBLIGATION** is such that if the said Borrower  
shall while employed in the said or any other Ministry/ Office \_\_\_\_\_  
duly and regularly pay or cause to be paid to the Government the amount of the aforesaid  
advance owing to the Government by installments until the said sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) shall be duly paid or  
mortgages to the Government the house built/purchased referred to above whichever event  
happens earlier, 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) together with the interest as shall then remain unpaid shall immediately become due and payable to the Government and 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.

The stamp-duty payable in respect of these presents shall be borne and paid by the Government.

Signed and delivered by the said \_\_\_\_\_.

Signature of Surety \_\_\_\_\_

Designation \_\_\_\_\_Emp\_Code\_\_\_\_\_

Office to which attached \_\_\_\_\_

**In the presence of :**

<sup>st</sup>  
**1<sup>st</sup> Witness : Name :**  
**Designation : Emp\_code**  
**No. Address :**

<sup>nd</sup>  
**2<sup>nd</sup> Witness : Name :**  
**Designation : Emp\_code**  
**No. Address :**

(for Official use only)

Signed by Shri\_\_\_\_\_in the \_\_\_\_\_.

\_\_\_\_\_  
(For and behalf of the President of India)

**In the presence of :**

<sup>st</sup>  
**1<sup>st</sup> Witness : Name :**  
**Designation : Emp\_code No.**  
**Address :**

<sup>nd</sup>  
**2<sup>nd</sup> Witness : Name :**  
**Designation : Emp\_code No.**  
**Address :**