

Subject: **Welfare Schemes - Application for marriage assistance.**

Marriage assistance is permissible to Group 'C' and 'D' employees working on regular / adhoc basis. Assistance shall be restricted to two daughters / dependant sisters. Amount of Assistance – Rs.10,001/-.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular / Ad hoc	6.	Scale of Pay	Rs. _____ (IDA/CDA)

7.	Name of Dependant	Miss
8.	Date of Birth of Dependant	
9.	Relationship of dependant with the employee	* Daughter / Sister
10.	Date of marriage of dependant	
11.	Whether marriage assistance has been availed earlier also. If yes, give details.	

Undertaking

I hereby undertake that the particulars given above are correct. In case of postponement of the date of marriage beyond one month / cancellation , I shall refund the entire amount immediately.

Signature of the employee _____

Project / Functional Head

FOR USE IN HRM, CORPORATE OFFICE

The above information has been checked / scrutinized and found to be in order. Employee is eligible for grant of incentive – a lump sum amount of Rs.10,001/-. Submitted for approval please.

Dealing Official

Manager / Welfare

DGM / HRM

GM / HRM