

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.				
<p>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.</p> <p>Declaration: It is certified that the claim for marriage assistance is limited to two daughters/ dependant sisters.</p>					

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.

AM/HRM

JGM/HRM

AGM / HRM