

**FORM-1**  
**(Para-4 (a))**

**(Circular Memo. No. 70-C/20/AI/A&L/83-1, dt: 20.8.1987 of Finance and Planning  
(FW.A &L) Department).**

**FORM OF APPLICATION FOR THE SANCTION OF ADVANCES FOR THE  
CELEBRATION OF MARRIAGE.**

(To be submitted to the sanctioning authority through proper channel)

1.		Name of the applicant (in Block letters)	
2.		Designation of the applicant and office in which employed.	
3.	a.	Whether permanent and if so, the particulars of the permanent post.	
	b.	If not permanent, the date of first regular appointment in Government Service.	
	c.	Total period of regular service	
4.		Amount of advance applied for	
5.		Number of monthly installments in which the advance maybe recovered (Not more than Principal – 70+ Interest-10)	
6.		Residential address.	
7.		Permanent address.	
8.	a.	Date of birth of the Government Employee	
	b.	Date of marriage of the Government Employee	
	c.	No. of sons with their ages	
	d.	No. of daughters with their ages	
9.		Scale of pay of the present post	
10.		Basic pay in the present post as defined under Fundamental Rule-9(21) (3) (i).	
11.		Gross monthly salary (with details)	

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12.		Particulars of deductions from gross pay.	
	i.	General Provident Fund	
	a..	Subscription	
	b.	Recovery towards temporary advance.	
	ii.	Festival Advance	
	iii.	Conveyance advance for bicycle/ Motor Cycle/scooter/Motor car.	
	iv.	House Building Advance	
	v.	Other recoveries.	
	a.	Khadi, Handloom cloth advance	
	b.	Postal Life Insurance	
	c.	Salary Savings Scheme	
	d.	Recoveries towards the Co-operative Credit Society.	
	e.	Other items	
	f.	Do the total recoveries exceed 1/3 <sup>rd</sup> of total emoluments.	
13.		Net salary received	
14.		Proposed Date of marriage	
15.		For e marriage the advance is applied for (self/daughter/son)	
	a.	If son/daughter	
	i.	Date of Birth	
	ii.	Age	
16.		Name and occupation of the son or daughter for whose marriage advance is applied for.	
17.	i.	If the advance is for marriage of the Government servant himself/herself whether father or mother of the applicant is a Government employee.	
	ii.	If so, whether he/she applied for the advance or has been sanctioned an advance for this marriage.	

18.		Whether the applicant has already applied for or was sanctioned any advance or whether the application for the advance was rejected previously.	
	i.	Amount of such advance	
	ii.	Number and date of order in which such advance was sanctioned.	
	iii.	Whether any amount of such advance is outstanding for repayment (principal and interest to be shown separately).	

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Station.

Date.

SIGNATURE OR THE APPLICANT