Annexure-D

**** THE UNIVERSITY OF AZAD JAMMU & KASHMIR

**Muzaffarabad**

**Application for Marriage Grant**

**PART-I**

1. i) Name of employee

ii) Designation and BPS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii) Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iv) Father/Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v) CNIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vi) Mobile No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vii) Station/place of last posting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Date of Birth

3. Date of entry into service

4. Date of retirement (if any)

5. Period for which contributions to Benevolent Funds were not paid

6. Interruption in service (if any)

7. Present address of the employee

8. Particular of Daughter:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.# | Name of Daughter | CNIC | Name of Husband | Date of Nikkah |
|  |  |  |  |  |
|  |  |  |  |  |

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**SIGNATURE OF THE EMPLOYEE**

**PART II**

**CERTIFICATE BY THE HEAD OF THE OFFICE**

1. Certified that the information contained in Part-I of the application form is correct according to office record.

2. Certified that the above named employee was neither a contingent paid/ work charged employee nor a deputation’s from a Provincial Government/Autonomous body.

3. Certified that the marriage grant claim has been preferred for the first time.

4. Following documents are submitted with claim:-

i) Attested copy of last pay certificate or pay slip. (Annex-I)

ii) Copy of retirement orders of the employee.(if applicable) (Annex-II)

 iii) Attested copy of Pension Payment Order Book (where pension is

not applicable a certificate of service record by Head of the Department). (Annex-III)

 iv) Attested copy of CNIC (Annex-IV)

 v) Attested copy of **Nikkah Nama.** (Annex-VI)

 Seal and Signature

**Head of the Office**/Incharge