**COMSATS University Islamabad**

# Principal Seat

**Application for Provision of Marriage Grant**

**(Under CIIT Benevolent & Group Insurance Fund Statutes 2012)**

## Applicant Name:

**Designation:**

**Department:**

**Campus:**

**Date of Appointment in CUI: Scale:**

**Name of Daughter(s):**

**Date of Marriage/Nikah:**

**Date: Signature:**

**Recommendation by HoD:**

**Date: Signature: Designation:**

**Note: The application should be forwarded to Treasurer Department, Principal Seat via the concerned Accounts Section with a cover letter.**

**Attached the Following Documents (Attested)**

1. Employee CNIC
2. Employee Card (CUI)
3. Employee Last Pay Slip
4. CNIC of Daughter(s)
5. Marriage Certificate (NADRA)/Nikah Nama

**Prepared by: Treasurer Department (P.S)**

|  |
| --- |
| **Check List for the Case of Marriage Grant Case** |
| **SNO** | **Documents** |  |
| 1 | Cover Letter of Accounts Office |  |
| 2 | Personal Request Form of Employee |  |
| 3 | Copy of Employee CNIC |  |
| 4 | Copy of Employee Card |  |
| 5 | Copy of CNIC of Daughter |  |
| 6 | Last month Salary Slip |  |

**Note:**

* 1. All documents should be attested.
	2. Check list should be attached with the case when it is forwarded to Treasurer Department-PS.
	3. Provided that the application for such grant shall be made **(02) two months** prior to marriage.

**DOC#CIIT-PS/TD/SOP/01REV#01**