



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.