

India Trade Promotion Organisation

Application form for advance for:

- (a) Marriage Advance
- (b) Household/Recreation equipment Advance
- (c) Education Advance

(Please tick () the relevant category

1. Name of the Applicant : _____
2. Designation : _____
3. Employee Number : _____
4. Current Basic Pay : _____
5. Anticipated price, applicable in Case of (b) above : _____
6. Amount of Advance required : _____
7. Date of Superannuation : _____
8. Number of instalments in which the Advance is proposed to be repaid (Pl. refer the rules) : _____
9. Whether advance for similar purpose Was obtained previously and if so
 - (i) Date of drawal of the advance : _____
 - (ii) The amount of advance and/or Interest thereon still outstanding, if any and when the outstanding amount be Settled by the employee. : _____
10. For (a & b) only
 - (i) date of marriage : _____
(Invitation card must be enclosed)
 - (ii) Relation with the employee : _____
 - (iii) Date of purchase household items : _____
11. Certified that the information given above is complete and true. I also undertake to submit the receipts in respect of (b) & (c)/ Utilization certificates in respect of (a) within the stipulated time.

Place:

Date:

Applicant's