

Department of Cultural Affairs
Application for Distress Loans and other similar loans (10 month)

Please go through below instructions when applying for distress loans through head office.

1. You can download the application from the website of the Department. Please read thoroughly before completing.
2. If there is no enough information to be provided, please indicate with “No” without keeping it as a blank.
3. Please put on your short signature at every place.
4. Please pay your attention to place the signature of the grant debtor and the guarantor at every indicated place’s clearly.
5. Please clearly and appropriately complete the information on the witnesses, who witness the signature of the grant debtor and guarantor.
6. Please send a description of salary of the nearest month as at the date of application and a copy of national Identity card (If you have still not received the salary description of recent month, please request if through a letter from the accountant)
7. If, your work station is out of Colombo or you are working in a distant District/Divisional secretariat office or in a distant affiliated institute please send a Rs.25/- stamped and signed general 35 and another signed general 35 to send the cheque through register post.
8. The guarantor must not have signed more than two (02) times as the guarantor. If so he/she cannot be included.
9. When the guarantor is not from the cultural department, a clearly certified application with the official stamp of the Head of the department or an authorized officer in the Department him/her is serving, must be provided.
10. Please go through appendix 10 to 20 (XXIV – 3.5) in chapter XXIV in Establishment code and FR 238 (04) (a) for further details on Distress Loan.
11. Please follow above instruction to prevent the rejection of your distress loan application.

Director Cultural Affairs
Department of Cultural Affairs