

Department of Cultural Affairs

Application for Distress Loans (10 Month) and other similar loans.

1. Applicant's full name :-
2. Private Address: :-.....
3. Information of Working Station
 - I. Current Working place :-
 - II. Official contact number :-
 - III. Mobile number :-
4. Designation :-
5. Class/Grade :-
6. First appointment date :-
7. Date of Birth :-
8. N.I.C. Number :-
9. Monthly salary as at the date of applying (Combined Salary) :-
10. Whether the post is pensionable Yes/No :-
11. Whether the post is permanent Yes/No :-
12. Expected amount as Loan/Advance :-
13. Reason for applying for a Loan/Advance :-
14. My pay slip of the month of/20..... Has been attached herewith. (Please attach a certified copy of your pay slip that, certified by the Accountant or Branch Head of the Accounts Branch (Financial Assistant).)
15. Full amount or the balance of Loans and Advance Payments obtained from 1975.07.01-1985.06.30 under the loan relief scheme and loans under the B Advanced Account for the officers of the Government Service from 1985.07.01 are,

Type of Loan	Loan taken under the Loan relief scheme		Loans under B Advanced Account for the Government Officials from 1985.07.01	
	Date of Loan	Balance to be reimbursed	Date of Loan	Balance to be reimbursed
Distress Loan				
Foot Cycle Loan				
Vehicle loan				
Purchasing of land or property				

16. Details of the guarantor, if you are submitting a guarantor for your loan amount,
- I. Full name :-
 - II. Designation :-
 - III. Class/Grade :-
 - IV. Service Station and Address :-
 - V. Permanent period of service :-

17. Prior affidavits signed by the applicant for loan,
- I. Debtor :-
 - II. Type of Loan :-
 - III. Amount :-
 - IV. Date :-

18. Information on the Loan amount of Rs. with the certification that, the payment can be made by the Accounts Branch has been recorded on the Officer's Loan Card.

Date:-

Name and the signature of the officer in-charge of personal files

19. I do here by certify that above provided information are True and correct and it is aware that providing incorrect information can lead to disciplinary actions/ rejection of the application.

Date:-

Signature of the applicant

Report on Salary and Service Details

Part I

- 1. Name and Designation of the applicant :-
- 2. Requested Loan amount :-

Date:-
Subject clerk – Loan Files

Part II

- 1. Date of Birth :-
- 2. Nature of the appointment Permanent/Pensionable/Temporary :-.....
- 3. Is the work and conduct satisfactory?
- 4. Has the Officer’s service being extended beyond 55 years? :-
- 5. If Yes, Till when? :-
- 6. Information on 1- 7 in above application are True (Yes/No) :-

Date:-
Subject clerk – Personal Files

Part III

Certification of the officer maintaining Loan Ledger (CC 10)

- 1. Total loan amount based on the 10 salary :-
- 2. Loan amount can be obtained at present :-
- 3. Deductible sum to the limit of $33 \frac{2}{3}$, 40% as the salary slip
:-
- 4. A amount of
Rupees (Rs.) in installments can be obtained.

Date:-
Subject clerk – Advanced B Subject

Part IV

Recommendation of the staff Officer,

I do here by Recommend the debit payment of Rs to Mr/Mrs/Ms.
.....

Date

Assistant Director (Admin)

Part V

I do here by Approve the debit payment of Rs to Mr/Mrs/Ms.
.....

Date

Director Cultural Affairs

Part VI

The newly approved debit payment of Rs. has been recorded under
the Loans of the applicant in the Ledger CC10.

Date

Subject clerk – Advanced B

Part VII

Debit payment was recorded in the Vote Ledger.

Date

Subject clerk – Vote Ledger

Part VII

For the use of Accountant.

Debit payment is Certified.

Date

Accountant

Statement made in Good Faith

Department of Cultural Affairs
8th Floor, Sethsiripaya I
Battaramulla.

20.....

Director of Cultural Affairs,

Obtaining Distress Loan.

I working in this department as a/an is kindly requesting a loan of Rs For It is requested to grant the debt through the Distress loan scheme by the Department.

Furthermore, I declare with confidence that, above loan amount will be used for the above matter only.

Date

.....

Signature of the applicant