

APPLICATION FOR LOAN/GRANT FROM CGBA

(For use by serving officers/SOs/Naviks)

1.	(Name in full, Rank, No.)	Ship / Unit
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2.	(Date of Birth)	(Date of joining the Coast Guard)	(Date of Release)
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3.	(Amount applied for Rs.)	(Monthly repayment rate preferred)	Total monthly emoluments including all allowances)
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4.	Married/ Single	Current Credit Balance Rs.	Monthly Contribution Rs.	Monthly Allotment Rupees	Monthly family allotment If any Rs.
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5. Particulars at previous Loans/Grants from CGBA

Year	Amount	Loan/ Grant	Purpose	CGBA/ CBF	Balance due	if repaid date of last instalment
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(a)
(b)
(c)
(d)

6. Purpose of loan/grant _____
 (Relevant details as per instructions)

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7. If married, give particulars of your children.

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Occupation</u>	<u>Income</u>
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8. Give particulars of your father, mother, brothers and sisters.

	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Income</u>	<u>If dependent upon You, date from Which became Dependent</u>
(a)
(b)
(c)
(d)
(e)
(f)

9. What documents are you attaching in support of this application.

- (a)
- (b)
- (c)

10. Any other remarks

(a) I certify that, to the best of my knowledge and belief, all the answers given above are true, and that my application is in every way a genuine and bonafide.

(b) I also undertake that if, on investigation, any of the statements I have made in this application are found to be false, I will be liable to disciplinary action.

(Signature of Applicant)

Name.....
Rank.....No.....
Date.....
CGHQ / CGS
At.....

11. Recommended for a loan/grant of Rs.....to be repaid in monthly instalments of Rs.....each.

12. The date of expiry of engagement as recorded in the service documents is

13. DD may be forwarded in favour of Cdr/ CO/ Oi/C (unit)_____at _____(Place).

Ship's Seal

No.....

Date.....

Signature Commanding Officer

CGS / CGAS.....

AT.....

The Secretary
Coast Guard Benevolent Association
New Delhi – 110 001

Note :

1. All applications are required to be supported by a certificate from Commanding Officer.
2. Applications for grant / loan repairs to house damaged due to earthquakes, cyclone, etc. ought to be submitted within six months from the date of occurrence.
3. Application for grant / loan for daughter's / dependent sister's / self marriage may be submitted at least one month in advance as far as possible.
4. If the certificate is in a regional language an English translation of the same is required to be attached.
5. A gap of 1 year from liquidation of last loan to grant of fresh loan except House Repair (Natural Calamity), Self Marriage , Marriage of dependent sister's / daughter's and Special Medical treatment.
6. A gap of 5 years is to be maintained between the grant of two loans for House repairs (Normal).
7. Not more than 2 loans can be availed for House Repairs in the entire service career.

INSTRUCTION FOR COMPLETION OF COLUMN 6

8. The following particulars must be furnished, when applying for assistance for any of the purposes given below. If necessary, the required information may be shown on separate sheet and attached to this application.

(a) **For Marriage**

- (i) Is it for self, daughter or dependent sister?
- (ii) If not for self give name and age of person to be married.
- (iii) Anticipated date of marriage.

(b) **For House Repairs**

- (i) Where is the house?
- (ii) Does the house belong to you?
- (iii) If not, to whom, does it belong?
- (iv) Which year was it constructed?
- (v) Details of repairs required.
- (vi) Is it for normal maintenance?
- (vii) If not state specific cause of damage (i.e. earthquake, cyclone etc.)
- (viii) Date when damage occurred.
- (ix) Estimated cost of repairs.