

S.No.	Purpose	Eligibility	Maximum admissible amount	Required documents
1.	For the marriage of: 1. Self 2. Son, daughter 3. Brother, sister	Should have completed at least 7 years of service. The facility may be availed for 3 (three) times in the entire service.	50% of employee share at the time of tendering the application.	Proof of marriage such as, Marriage Invitation Card alongwith the application to be submitted through Section Incharge.
2.	For education of: 1. Self 2. Son 3. Daughter	Should have completed at least 7 years of service. The facility may be availed for 3 (three) times in the entire service.	50% of employee share at the time of tendering the application.	Bonafide certificate duly indicating the fees payable from the educational institution.
3.	Withdrawal prior to retirement	One year before retirement	90% of total of both shares of employee/employer.	Certificate from the employer showing the date of retirement.
4.	Repair of house (same type of advance can be availed for alteration of house)	<ul style="list-style-type: none"> Should have completed 10 years after construction. Only once in service Property should be in the name of self or spouse or jointly. Should not be a joint property owned by other than spouse. 	12 times of wages (Basic + DA)	<ol style="list-style-type: none"> Letter of allotment Estimate
5.	For the purchase of site/plot	<ul style="list-style-type: none"> Should have completed 5 years of service Only once in service Property should be registered in the name of self or jointly with spouse Should not be a joint 	24 times of wages or 75% of employee/employer share whichever is less.	Sale/purchase agreement

		property owned by other than spouse.		
6.	For the construction/purchase of dwelling unit/ house/flat	<ul style="list-style-type: none"> Should have completed 5 years of service 	<ul style="list-style-type: none"> 36 times of wages (Basic + DA) Only once in service Property should be registered in the name of self or jointly with spouse Should not be a joint property owned by other than spouse. 	<p>Declaration in the proforma obtained alongwith</p> <ol style="list-style-type: none"> Title deed Approved map Unencumbrance certificate Agreement to sell in case of constructed house
7.	Repayment of housing loan	<ul style="list-style-type: none"> Should have completed 10 years of service 	<ul style="list-style-type: none"> 36 times of wages (Basic + DA) Only once in service Property should be registered in the name of self or jointly with spouse Should not be a joint property owned by other than spouse. 	<p>Declaration in the proforma obtained alongwith</p> <ol style="list-style-type: none"> Title deed Approved map Unencumbrance certificate Agreement to sell in case of constructed house
8.	For the treatment of self	<p>No minimum service required</p> <ul style="list-style-type: none"> Suffering from TB, leprosy, paralysis, cancer, mental derangement or heart ailment and having been granted leave by his employer 	<p>6 times of wages (Basic + DA) or Full employee share whichever is less</p>	<p>Certificate from the doctor/registered medical practitioner of the hospital</p>