

**FEDERAL EMPLOYEES BENEVOLENT AND GROUP INSURANCE FUNDS
BENEVOLENT FUND BUILDING, BLOCK A-I, NEAR ZERO POINT,
P.O.BOX NO.2035, ISLAMABAD**

APPLICATION FOR EDUCATIONAL GRANT

UNDER RULE 25 AND 25-A OF THE FEB & GIF RULES 1972

(For children of serving/retired/deceased employees studying in post matric studies excluding PhD)

PART-A

1. i. Name of employee _____
- ii. Father/Husband Name _____
- iii. Date of Birth of employee _____
- iv. CNIC No. of Employee
- | | | | | | | | | | | | | | | |
|--|--|--|--|--|---|--|--|--|--|--|--|--|---|--|
| | | | | | — | | | | | | | | — | |
|--|--|--|--|--|---|--|--|--|--|--|--|--|---|--|
- v. CNIC No. of Husband in case of Female Employee
- | | | | | | | | | | | | | | | |
|--|--|--|--|--|---|--|--|--|--|--|--|--|---|--|
| | | | | | — | | | | | | | | — | |
|--|--|--|--|--|---|--|--|--|--|--|--|--|---|--|
- vi. Designation _____ BPS
- | | | |
|----------|--------------|---|
| Gazetted | Non-Gazetted | — |
|----------|--------------|---|
- vii. Personal No. of Employee (as mention at the monthly pay slip) _____
- viii. Status of the employee.

| | | |
|-----------|-----------|---------------|
| Permanent | Temporary | Deputationist |
|-----------|-----------|---------------|

2. Present status of employee (tick relevant column) ✓

| | | | | |
|------------|----------------|-------------------|-------------------------------|-----------------------|
| In service | Retired | | | |
| ✓ | Superannuation | Normal retirement | Retirement on medical grounds | Compulsory retirement |

- ### 3. Detail of pay

| Basic Pay | Special Pay | Technical Pay | Personal Pay | Qualification Pay | Senior Post Allowance | Any Other Pay reckonable for pension | Total Pay |
|-----------|-------------|---------------|--------------|-------------------|-----------------------|--------------------------------------|-----------|
| | | | | | | | |

4. Monthly subscription of the following grants

| | |
|---|--|
| Benevolent fund subscription (Amount in Rupees) | Group Insurance Fund subscription (Amount in Rupees) |
| | |

5. Name of present department _____
6. Place of current posting _____
7. Name of parent department _____
8. Status of department (tick relevant column) ✓

| | | | | | | | |
|--------------------|----------|---------------------|---------------------|------------|----------------------|-------------|--------|
| Federal Government | | | | Autonomous | Semi Autonomous body | Corporation | Others |
| Ministry | Division | Attached Department | Sub ordinate office | | | | |

- | | | |
|----|-----------------|--|
| 9. | Service History | |
|----|-----------------|--|

| Date of entry into government service | Date of initial appointment | Date of retirement/ superannuation | Period for which contribution of Benevolent Fund and Group Insurance was not paid | |
|---------------------------------------|-----------------------------|------------------------------------|---|----|
| | | | From | To |
| | | | | |

- | | | | |
|-----|--------------------------------------|-----|--|
| 10. | Date of Retirement _____ | 11. | Date of death of employee in service _____ |
| 12. | Date of death after retirement _____ | 13. | Present Address. _____ |

14. Permanent Address.

15. Bank A/C title and No. for credit of grant

- i. Bank Account title: _____
- ii. Bank Name: _____ Branch Code (_____) Address of Branch
City: _____

16. Name of widow /spouse /beneficiary of the employee (in case of death of employee after retirement) _____
17. Father's/Husband's name_____
18. Relation with the employee_____
19. CNIC of spouse/beneficiary_____

20. Particulars of the education grant received last year from the FEB & GIF (tick relevant box)

()
Signature and by name Stamp
of Head of the Department/Authorized
Officer (BPS 20 or above)

PART-C**1. PARTICULARS OF STUDENT**

| | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--------------------------------|--|--|--|--|--|--|--|--|--|--------------------------|--|
| Student Name (in block letters) | | | | | | | | | | Father Name (in block letters) | | | | | | | | | | Relation Son/Daughter | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

2. CNIC OF STUDENT

| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

3. REGISTRATION NO.**4. PARTICULARS OF PRESENT STUDY**

| Name and address of the institution where studying | Name of Board / University which has Accredited the institution | Certificate / Degree | Year of present studies / (In case of semester system, please write No. of present semester e.g. 1 st , 2 nd , 3 rd) | Date of commencement of the study program applied for payment | Duration of the Certificate / Degree |
|--|---|----------------------|---|---|--------------------------------------|
| | | | | | |

5. DETAIL OF LAST CERTIFICATE/DEGREE/POSTGRADUATION FROM BOARD / HEC RECOGNIZED UNIVERSITY/INSTITUTION/COLLEGE

| Name and address of the Institution last attended | Name of last examination passed | Academic Session | Board / University | Marks / CGPA obtained | | | Passed in Annual / Supplementary examination |
|---|---------------------------------|------------------|--------------------|-----------------------|----------|---|--|
| | | | | Total | Obtained | % | |
| | | | | | | | |

6. POSTAL ADDRESS AND CONTACT NO. OF EMPLOYEE/BENEFICIARY/APPLICANT

Telephone No. _____ Mobile No. _____
 Email (if any): _____

(Signature of the Student)

PART-D

(To be filled in by the Head of the Educational Institution where the student is enrolled)

1. Certified that Mr./Miss S/o/D/o..... is a bonafide student of this college / institution / university, studying in Certificate / Degree programme of..... in year / semester and that the particulars furnished by him/her in Part "C" of this application form are correct.
2. Certified that Mr./Miss S/o/D/o..... had obtained marks / CGPA during last year of studies / last two semesters, out of total marks / CGPA of..... which in term of percentage comes to %. His/her date of admission to the present programme is
3. Certified that this college / institution / university is a Public /Private sector college / institution / university, recognized by Board/ HEC / affiliated with HEC recognized University.

Postal Address and Contact No. of College / Institution / University:

Signature and by name Stamp of Head of the College / Institution / University

Note:- It is clarified that if your child is studying in professional disciplines in public sector universities / colleges / institutes as specified in Rule 25-A then you are allowed to apply either for the benefit of Fee Reimbursement or for the benefit of Stipend (rate of educational stipend in professional studies at present is Rs. 40,000 per academic year per student on obtaining 70% marks), for your maximum of two children in a financial year. Both of the benefits are not allowed / paid at a time to a student. The educational benefit (either stipend or re-imbursement of fee) once opted to FEB & GIF for a student shall not be changed during the whole prescribed tenure/period of studies / degree programme.

Attested photo copies on A-4 size paper of the following documents alongwith covering/forwarding letter of department are to be submitted with this application:

| Documents about employee | Documents about Student |
|---|--|
| <ol style="list-style-type: none"> 02 copies of CNIC of employee and beneficiary In case of female employee, CNIC of her Husband. (Both sides of all CNIC's must be copied on A-4 size paper(s)). Latest pay slip of employee attested by head of office/ DDO showing complete detail of BF & GI deductions (02 copies). In case of deputationist, copy of deputation order/ notification. In case of retired employee, Pension Payment Order and Retirement Order / Notification. In case of retired employee last pay slip showing complete detail of BF & GI deductions duly verified by DDO. In case of deceased employee, a copy of Death Certificate. In case of death of both the employee and his/her spouse, copies of their death certificates. In case of deceased employee Benevolent fund card copy and pension payment order in favour of beneficiary. Form-B or FRC Divorce Deed (in case of separation of female employee) 02 Copies of cheque leaf containing IBAN (Joint account is not applicable) | <ol style="list-style-type: none"> For degree programmes, copies of annual / semester result (for Islamic university course registration/permission form), (for COMSATS university progressive result) and transcript results verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar / HOD of the concerned subject or any authorized officer of the University / College / Institute including the Principal / Vice Principal. The verification would be made under official stamp and official landline number for subsequent confirmation/authenticity of the said verification. For degree programmes, copies of transcript / detailed marks sheet verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar / HOD of the concerned subject or any authorized officer of the University / College / Institute including the Principal / Vice Principal. The verification would be made under official stamp and official landline number for subsequent confirmation/authenticity of the said verification. University / college / Institution admission offer letter. Copies of certificates of matriculation / intermediate shall be verified by the Principal / Vice Principal of concerned college / institute. CNIC or Form 'B' of the student. (Both sides of CNIC must be copied on A-4 size paper) Original Bank paid fee Challans for fee reimbursement pasted on A-4 size paper. In case of detail of fee is not given on fee challans, a certificate from the university Treasurer/AO/ college / institute regarding detail of fee (i.e. tuition fee, registration fee, sports fee, library fee, lab. fee etc). In case of online fee payment directly paid in the university account, fee challan showing detail of fee along with university verified copy of student ledger showing university A/C No. and detail of amount of fee deposited for the specific semester for which reimbursement is being applied and copy of bank manager's verified statement of a/c of the applicant showing transfer of semester fee into the university's a/c are required.. HSSC/Bachelor degree annual result (before improvement / supplementary) duly attested. In case of loss of original fee challan, photocopy of challan attested by Bank and University along with an affidavit by the employee. |

Federal Employees Benevolent & Group Insurance Funds Benevolent Fund Building, Block A-1 Near Zero point, Islamabad.

For further information/complaint, please visit our website i.e. www.febgif.gov.pk Ph.051-9252164, 9252316, 9253163

Note: Photocopy of this form can also be used.