



FEB &amp; GIF

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

**APPLICATION FOR GRANT OF EDUCATIONAL STIPEND**

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

**PART-A**

**PARTICULARS OF EMPLOYEE**

1	a)	Name of Employee (in block letters)																		
	b)	Father/Husband's Name																		
2	CNIC No. of Employee																			
3	CNIC No. of Spouse																			
4	Parent Department; with complete Postal address and contact No.																			
5	Designation																			
6	Place of last posting																			
7	a)	Basic Pay Scale																		
	b)	Status of employee	Gazetted							Non-Gazetted										
8	Bank A/C title and No. for credit of grant		Bank Account title:																	
			Bank Name:					Branch:					City:							
			Account No.																	
9	Particulars of the stipend, if any, received last year from the FEB & GIF		Amount																	
			Class/Degree programme / Year																	
10	In case of death of employee, relation of applicant with employee																			

**EMPLOYEE'S / APPLICANT'S UNDERTAKING**

I hereby solemnly affirm that:

- The application is submitted for the first time for payment of Educational Stipend for the year \_\_\_\_\_
- The above information is correct to the best of my knowledge and belief and in case of any incorrect information, applicant shall be responsible.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

**PART-B**  
**(Departmental Verification)**

It is certified that the contents/information at Part-A above is correct as per record of this office and the above named federal government employee was neither a deputationist from any provincial Government nor an Armed forces uniform wearing employee at the time of his/her retirement / death.

**Name and Designation**

( \_\_\_\_\_ )

**Head of the Office /  
Authorized Officer**

**1. PARTICULARS OF STUDENT**

1	Full name of the Student (in block letters)																				
2	Father's name																				

**2. PARTICULARS OF PRESENT STUDY**

Name and address of the institution where studying	Name of Board / University which has Accredited the institution	Certificate / Degree / Postgraduate / MPhil	Year of present studies (In case of semester system, please write No. of present semester e.g. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> .....)	Date of commencement of the academic session	Duration of the Certificate / Degree/Post graduate/ MPhil

**3. DETAIL OF LAST CERTIFICATE/DEGREE/POSTGRADUATE FROM BOARD / HEC RECOGNIZED UNIVERSITY**

Name and address of the Institution last attended	Name of last examination passed	Academic Session	Board / University	Marks / CGPA obtained		
				Total	Obtained	%

**4. POSTAL ADDRESS AND CONTACT NO. OF EMPLOYEE / APPLICANT**

Postal Address: \_\_\_\_\_

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 / Postgraduate / MPhil 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-imbusement of fee) once applied 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 along with covering/forwarding letter of department are to be submitted with this application:**

Documents about employee	Documents about Student
1. CNIC of employee. 2. In case of female employee, CNIC of her Husband. (Both sides of all CNIC's must be copied on A-4 size paper(s)). 3. In case of retired employee, Pension Payment Order and Retirement Order / Notification. 4. In case of deceased employee, a copy of Death Certificate. 5. In case of death of both the employee and his/her spouse, copies of their death certificates. 6. List of family members.	1. For degree programmes, copies of annual / semester result verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar or any authorized officer of the University / College / Institute. 2. For degree programmes, copies of transcript / detailed marks sheet verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar or any authorized officer of the University / College / Institute. 3. Copies of certificates of matriculation / intermediate shall be verified by the Principal / Vice Principal of concerned college / institute. 4. CNIC or Form 'B' of the student. (Both sides of CNIC must be copied on A-4 size paper)