



FEDERAL EMPLOYEES BENEVOLENT AND GROUP INSURANCE FUNDS
BENEVOLENT FUND BUILDING, BLOCK C-II, NEAR ZERO POINT,
P.O.BOX NO.2035, ISLAMABAD
Application For Payment Of Farewell Grant on Retirement
(Superannuation/voluntary retirement)
PART-I

1. i. Name of employee _____
- ii. Father's/Husband's name _____
- iii. CNIC No. _____
- iv. Date of Birth _____
2. Designation with BPS _____
3. Department _____
4. Last pay details as follows:
 - i. Basic Pay _____
 - ii. Special Pay _____
 - iii. Technical Pay _____
 - iv. Personal Pay _____
 - v. Qualification Pay _____
 - vi. Senior Post Allowance _____
 - vii. Any Other Pay reckonable for pension _____
5. Date of entry into service _____
6. Date of retirement _____
7. Period for which contributions to Benevolent and Group Insurance Fund were not paid _____
8. Monthly Pay during which the contribution as mentioned in Sr. No. (7) above were not paid _____
(Please see S. No. 1(vii) of Part-III)
9. Interruption in service (if any) _____
10. Permanent address: _____
10. Present address: _____
 _____ Telephone No. _____ Mobile No. _____
 Email (if any): _____
11. Bank A/C title and No. for credit of grant
 - i. Bank Account title: _____
 - ii. Bank Name: _____ Branch: _____ City: _____
 - iii. Account No.

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12. In case of any incorrect information, applicant shall be responsible.

(_____)
Signature of the Employee

PART-II
CERTIFICATE BY THE HEAD OF OFFICE

F. No. _____ Dated: _____

1. Certified that the information contained in part-I of the application form is correct according to our record.
2. Certified that the above named employee was neither a contingent paid/work charged, adhoc, contract employee, nor a deputationist from a Provincial Government / Autonomous Body. Further, it is certified that he/she was neither dismissed nor removed from service.
3. **Certified that the above named employee is covered under the provisions of FEBF & GI Act, 1969, and had been contributing to the Benevolent & Group Insurance Fund for the last 25 years or above or 20 years (in case of employees retired on or after 1.9.2012). In case of any variation, the department will be responsible to pay back the amount of Farewell Grant.**
4. Certified that the above named employee was not uniform employee of Armed forces at the time of retirement.
5. Certified that the farewell grant claim has been preferred for the first time.

Stamp and Signature
Head of the Office
or Authorized Officer not below BS 20

PART III

1. The claim shall be submitted under covering/forwarding letter alongwith two attested photo copies on A-4 size paper of following documents:-
- i. Initial appointment letter of the employee (Annex-I)
 - ii. Last pay certificate duly countersigned by the Head of department (Annex-II)
 - iii. Retirement orders / notification of the employee (Annex-III)
 - iv. Pension Payment Order (where Pension is not applicable, a certificate of service record issued by Head of the Department) (Annex-IV)
 - v. CNIC of the employee (Both sides of CNIC must be copied on A-4 size paper) (Annex-V)
 - vi. Last month schedule of recovery / deduction of Benevolent and Group Insurance Funds contribution. (Annex-VI)
 - vii. Schedule of period during which contributions of Benevolent and Group Insurance Funds were not paid, to be issued by the parent department. (Annex-VII)

S. No.	Month for which contribution has not been paid/less paid	Pay

Signature of DDO