A-4 size paper

Green Form
(Photocopy of this form can also be used)

FEB & GIF

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

APPLICATION FOR REIMBURSEMENT OF ANNUAL/SEMESTERS FEE

(For children of serving employees studying in BS to MS / MPhil level Degree Programmes specified under Rule 25-A of FEB & GIF Rules, 1972)

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		Present Department; with complete Postal address and contact No.	
6		Designation	
7		Place of Posting	
8	a)	Basic Pay Scale	
	b)	Status of employee	Gazetted ____ Non-Gazetted ____
9		Bank A/C title and No. for credit of grant	Bank Account title: Bank Name: Branch: City: Account No.
10		Particulars of the fee reimbursement, if any, received last year from the FEB & GIF	Amount Class/Degree programme Semester / Year

EMPLOYEE'S UNDERTAKING

I hereby solemnly affirm that:

i) The application is submitted for the first time for reimbursement of fee for the year_____

ii) I have been contributing to Benevolent Fund & Group Insurance Fund as per prescribed rates.

iii) The above information is correct to the best of my knowledge and belief and in case of any incorrect information, I shall be responsible.

Dated:_____

_____

(Signature of the employee)

PART-B

(To be filled in by the Head of Department of the employee)

F. No._____ Dated:-_____

Certified that Mr./Mrs.……holds the post of ……..… in this office and that his / her basic pay scale at present is BS-…….. (Gazetted/Non-Gazetted) and is a regular contributor of B.F & GIF at current prescribed rates. The contents / information at Part-A above is correct as per record of this office and he is neither a deputationist from any provincial government nor an Armed forces uniform wearing employee

( )

Signature and by name Stamp of
Head of the Department/Authorized Officer

PART-C

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 HEC recognized Public Sector University / College / Institute	Degree Programme	(In case of semester system, please write No. of present semester e.g. 1st, 2nd, 3rd……)	Date of commencement of the academic session	Duration of the Degree programme

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

Name and address of the Institution last attended	Name of last examination passed	Academic Session	Board / University	Passed in Annual / Supplementary examination

4. POSTAL ADDRESS AND CONTACT NO. OF EMPLOYEE

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 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 ……..…… is not failed in any of the subject(s) of last passed study year / last two semesters against which reimbursement of fee is being applied by the student / employee.

3. Certified that this is a public sector college / institution / university and is recognized by Higher Education Commission.

4. Certified that Mr./Miss……..…… is a regular student of this Institute / University and has not got admission on self finance basis.

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

_____

_____

Signature and by name Stamp of
Head of 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 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. Latest pay slip of employee attested by head of office / DDO showing complete detail of BF & GI deductions (02 copies).* *4. In case of deputationist, copy of deputation order / notification.* *5. 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. CNIC or Form 'B' of the student. (Both sides of CNIC must be copied on A-4 size paper).* *4. University / college / Institution admission offer letter.* *5. Original Bank paid fee Challans for fee reimbursement pasted on A-4 size paper along with 2 Photocopies on A-4 size paper.* *6. In case of detail of fee is not given on fee challans, a certificate from the university / college / institute regarding detail of fee* *7. In case of online fee payment directly 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.*