



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
FEDERAL EMPLOYEES BENEVOLENT AND
GROUP INSURANCE FUNDS

No. 22/RBs-Corrp/Coord/17(P-1)

Aug 01, 2018

CIRCULAR

Subject: PROCESSING OF MARRIAGE GRANT CASES OF RS. 100,000 IN ALREADY SANCTIONED CASES @ RS. 50,000

Instances have been observed where family of deceased employee (who died after retirement) applied for marriage grant @ Rs. 100,000 in respect of orphan daughter after availing marriage grant of Rs. 50,000, as Rs. 100,000 were admissible in that case in pursuance of Rule 19 of FEB & GIF Rules, 1972. In such cases following Standard Operating Procedure (SOP) shall be followed :

- (a) The amount already drawn on account of marriage grant shall be refunded by him/her through crossed cheque/Payment Order/Bank Draft in favour of "Board of Trustees, FEB & GIF, H.Q, Islamabad.
- (b) The Regional Boards shall forward the crossed cheque/Payment Order/Bank Draft to F&A branch, H.Q Office, Islamabad.
- (c) The said crossed cheque/Payment Order/Bank Draft shall be deposited into the accounts of the FEB & GIF through Bank Receipt Voucher (BRV) by the F&A, H.Q Office, Islamabad.
- (d) The Regional Boards, after receipt of a certificate from F&A to the effect that the amount of crossed cheque/Payment Order/Bank Draft has been credited to the FEB & GIF accounts shall forward the claim to IT Branch.
- (e) The IT Branch, after approval of Managing Director, shall change first five digits of CNIC of that deceased employee against the record of the orphan daughter whose already drawn marriage grant has been refunded, with the letters "DDDDM".

(f) The affixation of "DDDDM" with the CNIC No. shall not be used for any other change and will be indicative of the fact that marriage grant of Rs. 50,000 was refunded by the family of the deceased employee and new case of the same orphan daughter shall be processed.

(g) The Regional Boards shall process the new claim of the same orphan daughter as per procedure already in practice.

3. This issues with the approval of Managing Director.



(Nazeer Ahmed)
Director (Coord)

Distribution:

- i) Deputy Managing Director (Inv)
- ii) Deputy Managing Director (Ops)
- iii) Director (Coord)
- iv) Director (F&A)
- v) Director (Admn)
- vi) Director, Regional Board Islamabad/Lahore
- vii) Deputy Director, Regional Board Islamabad/Lahore/Karachi / F&A
- viii) Assistant Director (IT) for information and uploading on the website
- ix) PS to Managing Director for information