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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

i	Name of employee	
L	Name of employee	

	ii.	Father Name																					
	iii.	Date	of Birtl	n of e	emplo	oyee																	
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	vii.	Pers	onal No	b. of	Emp	lovee	e (as	s ment	ion a	at th	e m	nontl	hly pay	/slip)								
	 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) ✓																						
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7. 8.			Husba with th																			

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

Educa	tion stipend/othe	er benefit post	Fee reimbursement specified for children					
Matric st	udies excluding	PhD under Rule	of serving/retired employees studying in					
25	of FEB & GIF R	ules, 1972	BS	to MS / MPhil lev	vel Degree			
			Programmes specified under Rule 25-A of					
			FEB & GIF Rules, 1972					
Amount	Class/Degree	Semester / Year	Amount	Class/Degree	Semester / Year			
	programme			programme				

EMPLOYEE/SPOUSE/BENEFICIARY'S UNDERTAKING

I hereby solemnly affirm that:

- i) The application is submitted for the first time for payment of Educational Stipend/fee reimbursement 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 in case of any misleading information, I shall be responsible.

Dated:

(Signature of the employee/spouse/other beneficiary)

<u>PART-B</u> (To be filled in by the Head of Department of the employee)

F. No			Dated:	
Certified that Mr./M his/her	rs	holds the post of	in this office an	d that
		(Gazetted/Non-Gazetted) and is a	•	
	her a deputationis	st from any provincial government nor	an Armed forces uniform wearing	g employee.

In case of any incorrect/fake information, the department / applicant shall be responsible and blacklisted for future benefits from this office and liable be preceded against under the rules.

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

1. PARTICULARS OF STUDENT

Student Name (in block letters)						Father Name (in block letters)							R	Relation					
																S	on/Daughte	ər	
2. CN	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	Name of last examination	Academic	Board / University	Marks / 0	Passed in Annual /			
last attended	passed	Session	Board / Oniversity	Total	Obtained	%	Supplementary examination	

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

Postal Address: Telephone No Email (if any):	Mobile No		(Signature of the Student)
	PAR	-D	(orginatare of the ordicent)
(To be fille	d in by the Head of the Educationa		ere the student is enrolled)
1. Certified that Mr./Miss			is a bonafide student of this college /
		in	year / semester and that the particulars
furnished by him/her in Part "C" of the	s application form are correct.		
2. Certified that Mr./Miss	S/o/D/o		had obtained marks / CGPA
during last year of studies / last two s	emesters, out of total marks / CGPA of	which i	n term of percentage comes to%.
His/her date of admission to the pres	ent programme is		

3. Certified that this college / institution / university is a Public /Private sector college / institution / university, recognized by

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

ontact No. of Conege / 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						
1.	CNIC of employee and beneficiary	1.	For degree programmes, copies of annual / semester result (for Islamic university course						
2.	In case of female employee, CNIC of her		registration/permission form), (for COMSATS university progressive result) and transcript results						
	Husband. (Both sides of all CNIC's must be		verified by Vice Chancellor / Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy.						
3.	copied on A-4size paper(s)). Latest pay slip of employee attested by head of		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						
з.	office/ DDO showing complete detail of BF &		stamp and official landline number for subsequent confirmation/authenticity of the said verification.						
	GI deductions (02 copies).	2	For degree programmes, copies of transcript / detailed marks sheet verified by Vice Chancellor /						
4.	In case of deputationist, copy of	z .	Controller / Dy. Controller / Asstt. Controller (examination) / Registrar / Dy. Registrar / Asstt. Registrar /						
	deputation order/ notification.		HOD of the concerned subject or any authorized officer of the University / College / Institute including the						
5.	In case of retired employee, Pension		Principal / Vice Principal. The verification would be made under official stamp and official landline number						
-	PaymentOrder and Retirement Order /		for subsequent confirmation/authenticity of the said verification.						
	Notification.	3.	University / college / Institution admission offer letter.						
6.	In case of retired employee last pay slip	4.	Copies of certificates of matriculation / intermediate shall be verified by the Principal / Vice Principal of						
	showing complete detail of BF & GI		concerned college / institute.						
	deductions duly verified by DDO.	5.	CNIC or Form 'B' of the student. (Both sides of CNIC must be copied on A-4 size paper)						
7.	In case of deceased employee, a copy	6.	Original Bank paid fee Challans for fee reimbursement pasted on A-4 size paper.						
	of Death Certificate.	7.	In case of detail of fee is not given on fee challans, a certificate from the university Treasurer/AO/						
8.	In case of death of both the employee and		college / institute regarding detail of fee (i.e. tuition fee, registration fee, sports fee, library fee, lab.fee						
	his/her spouse, copies of their death	_	etc).						
	certificates.	8.	In case of online fee payment directly paid in the university account, fee challan showing detail of fee						
9.	In case of deceased employee Benevolent		along with university verified copy of student ledger showing university A/C No. and detail of amount of						
	fund card copy and pension payment order		fee deposited for the specific semester for which reimbursement is being applied and copy of bank						
10.	<i>in favour of beneficiary.</i> List of family members.		manager's verified statement of a/c of the applicant showing transfer of semester						
10. 11.	Divorce Deed (in case of separation of female		fee into the university's a/c are required.						
11.	employee)	9.	HSSC/Bachelor degree annual result (before improvement / supplementary) dulyattested.						
12.	Copy of cheque leaf containing IBAN (Joint	10.	In case of loss of original fee challan, photocopy of challan attested by Bank and University along with an affidavit by the employee.						
	account is not applicable)		with an andavit by the employee.						
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	Federal Employees Benevolent	& Gro	bup Insurance Funds Benevolent Fund Building, Block A-1 Near Zero point, Islamabad.						