

Government College University, Faisalabad
Treasury Department, Funds Section



Subject: **APPLICATION FOR AWARD OF FUNERAL GRANT (OUT OF BENEVOLENT FUND).**

Name of applicant: _____

Relationship of applicant with university employee: _____

Status of employee:
(Tick the relevant box)

In-Service	Retired	Deceased during service	Deceased after retirement
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Name of employee of university: _____

Designation of employee: _____ BPS: _____

Department of employee: _____ CNIC No: _____

Date of joining of employee: _____

Date of retirement (only for retired employees): _____

Date of death (only for deceased employee): _____

Name of deceased person: _____

Relation of applicant/employee with deceased person: _____

Date of death of deceased person: _____ Amount of Funeral Grant (Rs.): _____

Bank account No.: _____ (i) NBP, JC-Fsd. _____ (ii) BOP, GCUF-Fsd. _____
(For transfer of BF-grant amount)

It is hereby solemnly affirmed that I/*employee am/was* a regular subscriber of GCUF Benevolent Fund and the prescribed amount has/*had* been deducted from my/*his* monthly salary on regular basis. I, further affirm that I am submitting this claim first time on account of BF-Funeral Grant for above mentioned particulars and the information given above are correct to the best of my knowledge and belief.

(Signatures of the applicant)
Dated: _____

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(TO BE FILLED-IN BY THE HEAD OF RESPECTIVE DEPARTMENT OF THE EMPLOYEE/APPLICANT):

Endst. No. _____ Dated: _____

It is to certify that Mr./Mrs./Miss _____ holds/*held* the post of _____ BPS _____ on regular basis in this department and he/*she* is/*was* a regular subscriber of the University Benevolent Fund. It is also to certify that the particulars mentioned by the employee/*applicant* are correct to the best of my knowledge. Keeping in view of above, the instant case of BF- Funeral Grant is **recommended** for further payment process, please.

(Signatures & Stamp of Head of Department)

Note: Please attach attested copies of following documents; (i) Death Certificate duly issued by NADRA (ii) CNIC of deceased person, applicant and employee (iii) Latest salary slip of university employee duly verified by concerned department **or as the case may be.**