



COMSATS University Islambad

Application Form For GP/CP Fund Advance
(Submitted Via Diary / Mail System)

TO BE FILLED BY THE APPLICANT

Applicant's Name

S/o, D/o, W/o

Designation

Scale

SG -

OR

OG -

Department

Campus

GPF / CPF Pin Code

Date of Appointment at CUI (In scale)

PURPOSE OF ADVANCE:

(Tick only one option)

- | | |
|---|--|
| 1 | For Treatment of Subscriber himself/herself OR himself/herself Dependents. |
| 2 | For Education of Children. |
| 3 | For Marriage, Funeral OR Religious Ceremony OR Performance of Pilgrimage. |
| 4 | Construction OR Purchase of House / Plot. |

Amount of Advance:

RS.

Amount of Installment:

RS.

Number of Installments:

Tick the option for issuance of GP Fund Advance in the form of:

- | | |
|---|---|
| 1 | Cheque |
| 2 | Direct Credited to My Bank Account No. :- |

Certified that no previous GP Fund Advance is outstanding.

Date:

Signature of Applicant

R E C O M M E N D A T I O N

Date:

Head of Department / Director

Official Stamp


Date:

Add.TR / DT / AT

Official Stamp

Enclosed:

- Last Salary Slip
- Cover Letter of Accounts Department

Check List for the Case of Final Payment Cases GPF/CPF			
SNO	Documents		FLAG
1	Cover Letter of Accounts Office		
2	Personal Request of Employee / Nominee		
3	Copy of Clearance Form		
4	Copy of Initial Appointment Letter on scale		
5	Copy of Joining Letter		
6	Copy of Relieving Order		
7	Succession Certificate (In case of death of employee)		
8	Copy of CNIC of Nominee (In case of death of employee)		
9	Certificate (In case of death of employee)		

Note:

1. All copies of documents should be attested.
2. Check list should be attached with the case when it is forwarded to Treasurer Department-PS.