**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

**OG -**

**SG -**

Designation

**Scale OR**

Department

GPF / CPF Pin Code

Campus

**Date of Appointment at CUI (In scale)**

PURPOSE OF ADVANCE:

For Education of Children.

For Marriage, Funeral **OR** Religious Ceremony **OR** Performance of Pilgrimage.

For Treatment of Subscriber himself/herself **OR** himself/herself Dependents.

|  |
| --- |
| **1** |
| **2****3** |

**(Tick only one option)**

**4**

Construction **OR** Purchase of House / Plot.

Amount of Advance:

Amount of Installment:

|  |
| --- |
| **RS.** |
| **RS.** |
|  |

Number of Installments:

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

### Certified that no previous GP Fund Advance is outstanding.

Direct Credited to My Bank Account No. :-

Cheque

2

1

**Date: Signature of Applicant**

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

**Date:**

**Date:**

**Enclosed:**

* Last Salary Slip
* Cover Letter of Accounts Department

## Head of Department / Director Official Stamp

**Add.TR / DT / AT Official Stamp**

|  |
| --- |
| **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.

**DOC#CIIT-PS/TD/SOP/01REV#01**