



GOVERNMENT OF KHYBER PAKHTUNKHWA
HIGHER EDUCATION ARCHIVES & LIBRARIES DEPARTMENT
EDUCATION EMPLOYEES FOUNDATION



APPLICATION FORM FOR RETIREMENT GRANT

EEF REGISTRATION No. _____ (Attach Slip)

NOTE: If the employee is not registered with EEF, the registration fee will be deducted from the Retirement Grant Payment

Name of Education Employee:	Father's Name:	
CNIC No. (Employee):	Designation:	BPS:
Date of Birth:	Nature of Retirement:	
Date of Appointment:	Date of Retirement/ Death:	
Directorate:	Personnel No.	
Retirement / Leaving Service Order No.	Dated:	
Name of Legal Heir (In Case of Death):	Relation with Employee:	
CNIC No. of Legal Heir:	Contact No.	
Place of Posting at the time of Retirement/ Death:		
Postal Address:		

*نوٹ: (آن لائن ادائیگی کے لئے IBAN نمبر کا متعلقہ بینک سے تصدیق کروانا ضروری ہے، بصورت دیگر رقم کی ادائیگی نہیں کی جائے گی)

1.	Account Title (Name)																		
2.	IBAN	P	K																
3.	Branch Name/Address																		

SIGNATURE & SEAL OF BANK MANAGER

EDUCATION EMPLOYEE's SIGNATURE & THUMB

Attested by HoD/ Director/ DEO/ Principal with Stamp

IMPORTANT NOTE:- The Application form must be routed through Proper channel. Incomplete form or form without any supporting documents shall not be processed and payment shall not be made.

- Pension Payment Order (PPO);
- National Identity Card of the Education Employee;
- Retirement Order of the Education Employee;
- Pay Slip of the Education Employee. (If the deductions are less than the prescribed rate, the less deduction shall be recovered from the Retirement Grant Payment);
- Affidavit on stamp paper in original to the effect that the applicant has not been paid prior. (If the duration in the Date of Retirement and Date of Application is more than One Year);
- Registration Number of the Education Employee issued by the Foundation;
- Death certificate of the Deceased Employee; **(IN CASE OF DEATH)**;
- Legal Heir list and CNIC copy of the payee along with the Consent of all the family members on judicial stamp paper **(IN CASE OF DEATH)**;
- Cheque Book Leaf (Copy).