EDUCATION EMPLOYEES FOUNDATION
KHYBER PAKHTUNKHWA

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

1. Name of Employee_____ 2. Father's Name_____

3. CNIC No. (Employee)_____ 4.Designation_____ 5.BPS_____

6. Directorate _____ 7. Personnel No._____

8. Date of Birth_____ 9. Date of Appointment_____

10. Date of Retirement/Death_____ 11.Nature of Retirement_____

12. Place of Posting at the time of Retirement / Death_____

13. Retirement/Leaving Service Order No._____ Dated_____

14. Name of Legal Heir (in case of Death)_____ 15. Relation._____

16. CNIC No (Legal heir). _____ 17. Mobile No: _____

18. Postal Address: _____

IMPORTANT NOTE:-The following attested documents must be attached with the form. Incomplete form or form without supporting (Mentioned Below) documents shall not be processed and payment shall not be made.

(a) Pension Payment Order (PPO) & CNIC. (b) Retirement order
(c) 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).
(d) 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).
(e) Death certificate of the Deceased Employee; (IN CASE OF DEATH)
(f) 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)

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Signature &Thumb impression of the Applicant Attestation of the Head of Institute with stamp

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COUNTERSIGNATURE of Directorate / DEO / DO with stamp

BANK ACCOUNT VERIFICATION (To be verified by the Bank)

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

Note: The payment will not deposit without proper IBAN.

SIGNATURE/STAMP OF BANK MANAGER

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