

UNIVERSITY OF THE PUNJAB, LAHORE
OFFICE OF THE TREASURER

No.D/_____/ A.A.3

Dated 24th July, 2020

From:
The Treasurer,
University of the Punjab,
Lahore.

To:
All the Deans of the Faculties,
All the Directors of the Institutes/Centres,
All the Principals of the Constituent Colleges,
All the Chairmen of the Teaching / Non Teaching Departments and
All the Heads of the Administrative Departments,
University of the Punjab, Lahore.

Subject: BENEVOLENT FUND GRANT

Applications are invited from the University Teachers/ Employees 'A' Class to draw the following grants in application forms available at University website.

- i) Marriage Grant
- ii) Scholarship

It is requested to kindly circulate this notice to Faculty and 'A' Class Employees working under your kind control and to facilitate them to submit their application in Pension Section (Room No. 17) on prescribe form till 13 August, 2020.

Note:-

- i. Application should be attached along with the Salary Slip, attested photocopies of relevant documents along with one copy of Computerized National Identity Card.**
- ii. Incomplete application forms will not be entertained.**
- iii. No application will be entertained after 13 August, 2020.**

Sd/-
Muhammad Tahir Rafiq
(Acting Treasurer)

(a) MARRIAGE GRANT

Rs. 80,000/

Following may apply on marriage of each daughter

- i. In-service, invalidated or retired University employee within 15 years of invalidation / retirement;
- ii. Family of invalidated or retired University employee if his / her death occurs within period of 15 years of invalidation / retirement, upto unexpired period of 15 years from the date of retirement;
- iii. Family of University employee who dies within service with no time limit.

University employee may apply for this grant on application form “**Annexure-A**” within 275 days of the marriage up to 13-08-2020.

(b) EDUCATION SCHOLARSHIPS

S. #	Class successfully passed	Rupees per annum	Eligibility
1	Primary to Matric / O level	10,000/-	in case of death or invalidation during service and if death occurs within fifteen years after retirement, up to three children from Primary level
2	Matric / O level & equivalent	10,000/-	i) in case of death or invalidation during service and if death occurs within fifteen years after retirement, up to three children from Primary level ii) retired or in-service University employee up to two children
3	F.A./ F.Sc/ A-level / B.A / Diploma & Equivalent	28,000/-	i) in case of death or invalidation during service and if death occurs within fifteen years after retirement, up to three children from Primary level ii) retired or in-service University employee up to two children
4	M.A. & Equivalent BDS / MBBS / B Sc.(Hons), DVM / AGRI. /Pharm-D	32,000/-	i) in case of death or invalidation during service and if death occurs within fifteen years after retirement, up to three children from Primary level ii) retired or in-service University employee up to two children

Special Scholarship of Rs. 50,000/- per annum shall be granted to child who took @ 90% marks in any examination in matriculation or above, in lieu of the scholarship admissible.

Application form is attached as “**Annexure-B**”. Application form shall be verified by Head of Department and Head of the educational institution and accompanied by the following documents:

- a) Computerized National Identity Card of University employee and / or of the student (if applicable)
- b) Result card, detailed marks sheet, certificates and degree pertaining to the preceding educational classes;
- c) Certificates of recognition of previous and current education institution in case of the private educational institution.

Applications received without documents mentioned above shall not be entertained.

ANNEXURE `A`

**APPLICATION FOR MARRIAGE GRANT FROM THE PUNJAB UNIVERSITY
EMPLOYEES BENEVOLENT FUND**

1. Name.
2. Son / Daughter / widow of
3. Designation
4. Class of Employee (A,B,C,D)
5. Date of entry into University Service./ Retirement
6. Date of Marriage of Daughter.
7. Total length of service at the time of marriage.
8. Post held by University Employee at the time of marriage is permanent or temporary.
9. Last Pay drawn and scale of pay.
10. (a) Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with the University Employee.

(b) Details of earning family members not included in item (a) above, and their monthly incomes.
11. Amount of and date from which pension/gratuity/compensation has been granted by the University.
12. (i) Date from which contributing to the Benevolent Fund.

(ii) Total contribution towards Benevolent Fund.
13. Amount applied for.
14. Reasons for the application with proof, if any.
15. In the case of application by a widow, a statement to the effect that she has not remarried.

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing. I know that in the event of making a willful misrepresentation or suppression of fact, I shall be liable to criminal prosecution.

Signature and name of the applicant

Son/Daughter/Wife/Widow of

Address

ATTESTATION CERTIFICATE (HEAD OF EMPLOYEE DEPARTMENT)

I certify and attest the details furnished above from the record available in this office and :-

(i) Recommend

(ii) Not recommend (reason)

Signature and name of the Head of Department
(with official seal)

Application Instructions:

1. Application should be given on prescribed form
2. Form should be complete in all manners.
3. Application can be submitted via concerned head of department within 275 days of marriage.
4. Application should be submitted with the following attested documents (Self attestation is not acceptable)
 - a. Attested copy of daughters marriage contract
 - b. Attested copy of applicants CNIC
 - c. Application should accompany any one (Marrying Daughter's CNIC / Form "B" of NADRA
 - d. Attested copy of Retirement Order (in case of retired employee)
 - e. Attested copy of death certificate (in case of employee is deceased)
5. Proof for benevolent fund deduction (in case employee is on deputation)

ANNEXURE `B`

**APPLICATION FOR SCHOLARSHIP GRANT FROM THE PUNJAB UNIVERSITY
EMPLOYEES BENEVOLENT FUND**

1. Name of Employee / Widow
2. Son / Daughter / widow of
3. Designation
4. Class of Employee (A,B,C,D)
5. Date of entry into University Service.
6. Total length of service
7. Whether the University Employee held such post permanently or temporarily?
8. Last Pay / Pension drawn and scale of pay.
9. Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with the University Employee.
10. Date from which contributing to the Benevolent Fund.
11. Total contribution towards Benevolent Fund.
12. Amount applied for along with result card of class & bonafied certificate of the head of School / College / University
 - a) Name of Student
 - b) Name of Institute / College /School / University
 - c) Marks obtained/Total Marks
 - d) %age
13. In the case of application by a widow, a statement to the effect that she has not remarried.
14. I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing. I know that in the event of making a willful misrepresentation or suppression of fact, I shall be liable to criminal prosecution.

Signature and name of the applicant

Son/Daughter/Wife/Widow of

Address

ATTESTATION CERTIFICATE (HEAD OF EMPLOYEE DEPARTMENT)

I certify and attest the details furnished above from the record available in this office and :-

(i) Recommend

(ii) Not recommend (reason)

Signature and name of the Head of Department
(with official seal)