



COMSATS University Islamabad
Principal Seat
Application for Provision of Funeral Grant
(Under CIIT Benevolent & Group Insurance Fund Statutes 2012)

Applicant Name: _____

Designation: _____

Department: _____

Campus: _____

Date of Appointment on scale: _____ **Scale:** _____

Name of Deceased: _____

Relationship to Employee: _____

Date of Death: _____

Date: _____

Signature: _____

Recommended by HoD:

Date: _____

Signature: _____

Designation: _____

Note: The application should be forwarded to Treasurer Department, Principal Seat via the concerned Accounts Section with a cover letter.

Attached the Following Documents (Attested)

1. Employee CNIC
2. Employee Card (CUI)
3. Employee Last Pay Slip
4. Deceased CNIC
5. Decease Death Certificate (NADRA)

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

Prepared by:
Treasurer Department (P.S)

Check List for the Case of Funeral Grant Case		
SNO	Documents	
1	Cover Letter of Accounts Office	
2	Personal Request Form of Employee	
3	Copy of Employee CNIC	
4	Copy of Employee Card	
5	Copy of deceased member	
6	Last month Salary Slip	
7	Death Certificate Issued by NADRA/Union Council	

Note:

1. All documents should be attested.
2. Check list should be attached with the case when it is forwarded to Treasurer Department.
3. Provided that the application for such grant shall be made within **(60) sixty days of the death.**