



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)