

To

The _____

Subject: REQUEST FOR GRANT OF G.P. FUND ADVANCE REFUNDABLE/NON-REFUNDABLE

It is submitted that I am performing my duty as _____ at Govt Girls/Boys, Primary / Middle High / Higher Secondary School _____

My service biodata as under

- 1 Name _____
- 2 Father Name _____
- 3 Designation _____
- 4 Date of birth _____
- 5 Date of Entry into Govt Service _____
- 6 Date of Superannuation _____
- 7 Personal No _____
- 8 CNIC No _____
- 9 Present Basic pay with scale No. _____
- 10 G.P. Fund balance _____
- 11 G.P. Fund advance applied _____
- 12 G.P. Fund advance refundable in _____
Installments

It is therefore requested that refundable! Non-refundable G.P. Fund amounting Rs _____ may kindly be sanctioned in my favor. In case of any overpayment the undersigned will be bound to refund into Govt. Treasury in head of G. P. Fund account. otherwise, department may act against me under the rules. Further, above mentioned biodata is correct according to my service record. The following documents are attached herewith as under:

- 1- Attested copy of CNIC on full page by DDO.
- 2- Attested copy of computerized pay slip by DDO.
- 3- Attested copy of matriculation certificate by DDO.

Signature of applicant

Signature of DDO

Signature of DEO concerned.