

NATIONAL HIGHWAY AUTHORITY
Admn Wing (Personnel)

CERTIFICATE BY THE HEAD OF OFFICE

1. It is certified the information contained in Part-I of the Application Form is correct and according to our record.
2. Certified the above named employee was neither a contingent paid / work charged employee nor on deputation from a Provincial Government / Autonomous Body.
3. Certified that the above named employee is covered under the provisions of FEBF GI Act, 1959 and had been contributing to the Benevolent & Group Insurance Funds for last 25 years or above. In case of any variation, the department will be responsible to pay back the amount of Farewell Grant. Certified the Farewell Grant claim has been preferred for the first time.
4. Following documents are submitted with claim:
 - i. An attested copy of initial appointment letter of the employee.
 - ii. An attested copy of last pay certificate issued by the Head of the Office / Authorized Officer.
 - iii. A copy of retirement order of the employee.
 - iv. An attested copy of Pension Payment Order Book (where pension is not applicable, a certificate of service record by Head of the Department / Authorized Officer.
 - v. An attested copy of CNIC of the retired employee.
 - vi. An attested copy of last monthly schedule of recovery of Benevolent & Group Insurance Funds made from the pay bill of the retired employee / AGPR Pay Slip.

Seal and Signature _____
Authorized Officer not below BS - 20

Note: To be attached with application for Payment of Farewell Grant to Retirement.