



Education for all
ALLAMA IQBAL OPEN UNIVERSITY
(TREASURER'S DEPARTMENT)
(Funds Section)

PROFORMA FOR APPLYING RETIREMENT GIFT UNDER AIOU WELFARE SCHEME (NON-REFUNDABLE)

(Only the regular employees of AIOU are eligible for Retirement Gift)

Please fill out the columns carefully for processing of retirement gift.

S.No	Name & Designation of Employee:	
01.	Personal No. (Attached Last Salary Slip)	
02.	Department/Section	
03.	Contact No.	
04.	Date of Birth	
05.	Date of appointment	
06.	Date of Retirement (attach retirement notification/office order)	
07.	Nature of Retirement (Superannuation / Voluntary / Medical)	
08.	CNIC No. (attested copy be attached)	
09	Have you previously availed any loan under the Welfare Scheme (Education / Marriage / Other)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	If yes, have you fully cleared all outstanding dues? (attached Copy of clearance certificate)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Certification:

I hereby certify that the above information is true and correct. I further affirm that I have cleared all dues, if any, under welfare funds prior to the release of the retirement gift. I understand that any outstanding amount may be adjusted from my retirement benefits.

Signature of the applicant

C/Sign

Date: _____

Head of the Department

The application form must be accompanied by the following documents:

- a) Copy of Retirement Notification / Office Order.
- b) Copy of CNIC
- c) Latest Salary Slip.
- d) Clearance certificate