

CHECK LIST FOR FAMILY PENSION CASE (DEATH DURING SERVICE)

CL-03

Sr.	Item / Category	Page No.
1	Application	
2	Attested copy of CNIC of Applicant	
3	Attested copy of CNIC of deceased	
4	3 Passport size attested photograph of applicant	
5	Death Certificate	
6	Obituary certificate (Only in service death)	
7	Photocopy of last computerized pay slip	
8	Family Pension Performa (Annexure, D-1)	
9	List of family members issued by NADRA/FRC	
10	Lawful widow / widower certificate	
11	Non remarriage certificate	
12	Specimen signature/Thumb and finger impression of applicant by concerned officer.	
13	Affidavit on judicial paper for recovery of any over payment	
14	No enquiry, No demand certificate issued by controlling officer C.S by DEO with Diary and Dispatch No.	
15	No audit Para certificate dully countersigned by the DEO concerned.	
16	Bank account form dully verified by the concerned bank.	
17	Option for communication/Bank.	
18	Option for bank branch with A/C No.	
19	NDC issued by the rent controller branch S & GAD, Lahore. (BPS 16-20)	
20	Service Statement (BPS 16-20)	
21	Photocopy of service book.	
22	Original service book.	
23	Succession certificate.	

Signature of Head Teacher

Time Line

No office will take more than 3 or 4 days.

Concerned Authority	Receiving Date	Forwarding Date	Numbers of Days Consumed	Signature of Officer
O/O Headmaster /Principal/Initiating Authority				
O/O AEO/Zonal Head				
O/O Dy. DEO(in case of Primary and Middle School)				
O/O DEO concerned				
CEO Office (If competent Authority)				