

CHECK LIST FOR PENSION CASE SUPPERANUATION/PRE-MATURE RETIREMENT

CL-01

Sr.	Item / Category	Page No.
1	Application	
2	Attested copy of CNIC of Applicant	
3	Retirement Notification	
4	Attested copy of computerized pay slip	
5	3 Passport size attested photograph of applicant	
6	Annexure pension form B-1	
7	List of family members/FRC	
8	Undertaking on stamp paper for recovery of any payment attested by DDO/Controlling officer.	
9	Option for communication/Bank.	
10	Option for bank branch with A/C No.	
11	Specimen signature/Thumb and finger impression of applicant by concerned officer.	
12	No enquiry, No demand certificate issued by controlling officer C.S by DEO with Diary and Dispatch	
13	No audit Para certificate dully countersigned by the DEO concerned.	
14	Bank account form dully verified by the concerned bank.	
15	NDC issued by the rent controller branch S & GAD, Lahore (BPS 16-20)	
16	Service Statement (BPS 16-20)	
17	Photocopy of service book.	
18	1 st appointment order	
19	2 nd appointment/transfer order/Promotion Orders	
20	All CM packages/selection grade orders	
21	Attested copy of SSC Certificate	
22	Original Service Book & Attested copy.	

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)				