

CHECK LIST FOR LEAVE ENCASHMENT**CL-12**

Sr.	Item / Category	Page No.
1	Application	
2	Attested copy of matriculation certificate	
3	Attested copy of death certificate (In case of service death)	
4	Attested copy of obituary notification (In case of in service death)	
5	No enquiry, No demand certificate issued by controlling officer C.S by DEO with Diary and Dispatch No.	
6	Copy of CNIC of Applicant.	
7	Copy of CINC of Deceased.	
8	Affidavit about the recovery on the judicial paper.	
9	Original leave entitlement report dully issued by the AG Punjab Lahore (If required)	
10	Original Service Book.	
11	Attested copy of retirement notification	
12	Attested copy of pay slip	

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)				