

CHECK LIST FOR DEATH LEAVE 4 MONTH SALARY

CL-13

Sr.	Item / Category	Page No.
1	Application	
2	Attested copy CNIC of Applicant	
3	Attested copy of CNIC of Deceased	
4	Attested copy of death certificate	
5	Obituary Certificate	
6	Service Certificate	
7	Pay slip/LPC	
8	Original Service Book.	
9	Affidavit about recovery	
10	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)				