

**CHECK LIST FOR FINANCIAL ASSISTANCE DECEASED PENSION CASE (DEATH DURING SERVICE)**

CL-06

Sr.	Item / Category	Page No.
1	Application widow/widower/other.	
2	Copy of CNIC of Applicant.	
3	Copy of CNIC of deceased employee and legal heirs.	
4	Copy of death registration certificate issued by the UC concerned.	
5	Copy of obituary notification issued by the competent authority.	
6	List of family members duly C/S by the DEO concerned.	
7	NADRA family registration certificate.	
8	Non re-marriage certificate verified by the DDO.	
9	NEC/NDC duly counter signed by the DEO concerned.	
10	Copy of budget of current year where in grant is available.	
11	Last computerized pay slip/LPC	
12	Affidavit on judicial stamp paper from all legal heirs.	
13	Copy of succession certificate if disputed.	
14	Original service book of deceased employee.	
15	Guardian Certificate (If required).	
16	Specimen Signature of applicant.	
17	Attested copy of Pension Book/PPO.	
18	Lawful certificate of widow/widower.	
19	Service certificate issued by the Head.	
20	Affidavit/undertaking about recovery.	

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)				