

CHECK LIST FOR FAMILY PENSION CASE OF MC CADRE

CL-02

Sr.	Item / Category	Page No.
1	Application	
2	Annexure pension form	
3	3 Passport size attested photograph of applicant	
4	Attested copy of SSC	
5	List of family members/FRC	
6	Undertaking on stamp paper for recovery of any payment attested by DDO/Controlling officer.	
7	Option for communication/Bank.	
8	Option for bank branch with A/C No.	
9	Option form for direct pension through bank dully verified be the concerned bank.	
10	Specimen signature/Thumb and finger impression of applicant by concerned officer.	
11	Affidavit for recovery of any over payment.	
12	Deceleration of Non receipt of Pension/Gratuity.	
13	No enquiry, No demand certificate issued by controlling officer C.S by DEO with Diary and Dispatch No.	
14	Attested copy of CNIC of Applicant	
15	Attested copy of computerized pay slip.	
16	Service Statement (BPS 16-20)	
17	Retirement Notification	
18	NDC issued by the rent controller branch S & GAD, Lahore (BPS 16-20)	
19	Original Service book.	
20	Bank clearance certificate	
21	Internal audit report only for DDO.	
22	1 st appointment order and joining report	
23	2 nd appointment/Transfer order	
24	3 rd Order and joining report	
25	NDC/NEC for MC Cadre issued by the CDGL Authority	
26	Pension contribution certificate MC Cadre.	
27	Order of BPS 07 to 09	
28	Order of BPS 09 to 12	
29	Order of BPS 12 to 15	
30	Order of BPS 15 to 16	
31	Original Personal File	

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)				