

CHECKLIST FOR BENEVOLENT FUND REGARDING DAUGHTER'S MARRIAGE

Sr.	Item / Category	Page No.
1	Application	
2	B F Form	
3	Copy of CNIC of employee	
4	Daughter's CNIC copy	
5	Computerized pay slip	
6	Retirement notification (If required)	
7	List of family members issued by NADRA	
8	Affidavit that she is real daughter and any overpayment will be refunded	

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)				