

List of Required Documents Under Prime Ministers Assistance Package										
Sr. No	Items	Compensation to employee's Family		Documents Required		Documents to be Provided	No of Copies	Concerned Section		
1	Lump Sum Grant			1.1	Application/Request from Widow of the deceased	Family	1	CC&P		
				BS	Amount	1.2	Attested photocopy of CNIC of deceased		-do-	2
				1- 4	0.6 Million	1.3	Attested photocopy of CNIC of widow of deceased		-do-	2
				5-10	0.9 Million	1.4	Attested Copy of Death Certificate of deceased		-do-	2
				11-15	1.2 Million	1.5	Permanent/ Present address of the widow		-do-	2
				16-17	1.5 Million	1.6	Details of Bank Account No. & Branch		-do-	2
				18-19	2.4 Million	1.7	Attested Copy of Family Registration Certificate from NADRA		-do-	2
				20 & above	3 Million	1.8	Attested photograph of the widow		-do-	2
						1.9	Copy of Succession Certificate (Mentioning all the financial benefits under Prime Minister's Assistance Package duly issued by court of law with proper mention of shares of all legal heirs.)		-do-	2
						1.10	Last Computerized pay-slip of deceased employee		Office	2
						1.11	Original Service Book/Services Statement		-do-	1
2	Pension/ Payment through Direct Credit Scheme (DCS)	100 % pension as per length of service and last pay drawn		2.1	Application for Pension on prescribe from CSR. (25 revised)	Office	3	CC&P		
				2.2	Last Pay Certificate & Computerized pay-slip	-do-	3			
				2.3	Direct Credit Scheme (DCS) specific Performa	-do-	3			
				2.4	Original Service Book/ Service Statement	-do-	2			
				2.5	Copy of Death Notification/Office order	-do-	3			
				2.6	Undertaking & Declaration	Family	3			
				2.7	Specimen Signature	-do-	3			
				2.8	List of Family Members	-do-	3			
				2.9	Descriptive Roll	-do-	3			
				2.10	Undertaking not take part in politics	-do-	3			
				2.11	Attested Photograph & Copy of CNIC	-do-	4			
				2.12	Permanent Residence Address and Contact No	-do-	3			
				2.13	Details of Bank Account No. & Branch	-do-	3			
				2.14	No Demand Certificate	-do-	3			
				2.15	Attested Copy of Death Certificate of deceased	-do-	1			
				2.16	Non-remarriage, Non-separation widow certificate on stamp paper	-do-	1			

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3	Accommodation	Retention of Government House or Payment of Rent Hired House as per define in rule		3.1	Copy of Death Notification/Office order	Office	1	Hiring
				3.2	Request from the family of the deceased to retain the accommodation	Family	1	
				3.3	In case of self-hiring of the deceased employee, copy of transfer of owner ship along with consent / lease agreement from the new owner.	-do-	1	
4	Education	Education reimbursement to all children enrolled in public/government educational institutional		4.1	Attested photocopy of CNIC of widow of deceased	Family	1	CC&P
				4.2	Application/Request from Widow of the deceased	-do-	1	
				4.3	Attested Copy of School Certificate	-do-	1	
				4.4	Original Result Cards	-do-	1	
				4.5	Attested Copy of Family Registration Certificate from NADRA	-do-	1	
				4.6	Attested Copy of Death Certificate of deceased	-do-	1	
				4.7	Copy of Death Notification/Office order	Office	1	
5	Allotment of Plot			5.1	Application/Request from Widow of the deceased	Family	1	CC&P
				5.2	Attested photograph of the widow	-do-	2	
		BS	Amount	5.3	Attested photocopy of CNIC of widow and deceased	-do-	2	
		1-8	2 Million	5.4	Copy of Succession Certificate (Mentioning all the financial benefits under Prime Minister's Assistance Package duly issued by court of law with proper mention of shares of all legal heirs.)	-do-	1	
		9-16	5 Million					
		17 & above	7 Million	5.5	Attested Copy of Death Certificate of deceased	-do-	2	
				5.6	Attested Copy of Family Registration Certificate from NADRA	-do-	2	
				5.7	Affidavit on stamp paper from the widow that no plot/flat/house has been allotted to the deceased employee during his life time (AS per specimen attached)	-do-	1	
				5.8	NOC from CDA, PHF and FGEHF that no plot/house/flat has been allotted to deceased employee or his family	Office	1	
				5.9	Last Computerized pay slip of deceased employee	-do-	1	

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6	Employment	Employment for Posts in BS-01 to BS-15 on two years contract	6.1	Copy of retirement office order/ Notification	Office	1	R&S
			6.2	Attested Copy of Death Certificate of deceased/Office Order/Notification	-do-	1	
			6.3	Application/Request from Widow of the deceased	Family	1	
			6.4	Attested Copy of Family Registration Certificate from NADRA	-do-	1	
			6.5	Attested Copy of Domicile Certificate	-do-	1	
			6.6	Attested Copy of all Education Documents (Marks Sheets/ Degrees)	-do-	1	
			6.7	Attested CNIC Copy of Deceased Person & Applicant	-do-	1	
7	Marriage Grant	Amounting Rs. 0.8 Million on wedding of one daughter	7.1	Application/Request from Widow of the deceased	Family	1	CC&P
			7.2	Attested photocopy of CNIC of widow and deceased	-do-	2	
			7.3	Attested Copy of Death Certificate of deceased	-do-	2	
			7.4	Permanent/Present Address of the widow	-do-	2	
			7.5	Details of Bank Account No. & Branch	-do-	2	
			7.6	Attested photograph of the widow	-do-	2	
			7.7	Succession certificate duly issued by court of law	-do-	2	
			7.8	Attested Copy of Nikkha Nama issued by NADARA	-do-	1	
			7.9	Attested CNIC copy of Bride and Groom	-do-	1	
			7.10	Original Service Book/Services Statement	Office	1	
			7.11	Last Computerized pay-slip of deceased employee	-do-	2	
8	Health Remuneration	Health reimbursement as per rule	8.1	Application/Request from Widow of the deceased	Family	1	Admin./ F&A
			8.2	Original Medical Bills	-do-	1	
			8.3	Attested Copy of Family Registration Certificate from NADRA	-do-	1	
9	Waive off House Building/ Motor Car Advance	Unpaid/Remaining dues Waive off	9.1	Copy of Death Certificate/Office Order/Notification	Office	3	Admin.
			9.2	Attested photocopy of CNIC of widow and deceased	-do-	3	
			9.3	Sanction Letter Regarding Grant of HBA/MCA/MC/CA	-do-	3	
			9.4	Statement showing month wise deduction duly verified by conce	-do-	3	
			9.5	Last Pay Certificate & Computerized pay-slip	-do-	3	
			9.6	Application/Request from Widow of the deceased	Family	3	
			9.7	Non Marriage Certificate	-do-	3	
			9.8	Succession Certificate in case widow already died	-do-	3	

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10	Monthly Benevolent Grant	A special lump sum/monthly grant as per define in rule	10.1	Last pay certificate/computerized pay slip duly countersigned by head of department showing personal No. allotted by the Accounts office	Office	1	CC&P
			10.2	First and second page of service Book/PPO/statement of service in case of Gazetted employee	-do-	1	
			10.3	Copy of Office Order/Notification	-do-	1	
			10.4	Attested Copy of Death Certificate of deceased	-do-	1	
			10.5	Nomination Form from pertaining to Benevolent Fund and Group Insurance filled-in the employee during service.	Family	1	
			10.6	CNIC in respect of the aforesaid deceased employee and prospective beneficiaries and in case of any minor beneficiary, B-Form (Both sides of CNIC copied)	-do-	1	
			10.7	List of dependant family members i.e. wife / wives, Natural Sons, Father, Mother, Minor Brother and Unmarried/ Divorced/ Widow, Sister/ Daughters. The list should indicate name, CNIC Number, relationship, age, marital status, profession, monthly income, present mailing address with contact number	-do-	1	
			10.8	Wholly dependency certificate (other than spouse) issued by the Head of the Department/Officer authorized by the department (Authority letter just be attached)	-do-	1	
			10.9	Envelope containing copies of photographs duly attested in respect of each beneficiary bearing the name of the person on the reverse of three photos and one on the face. In case of purdah observing ladies, photographs will not be required. A certificate that she is Purdah observing lay must be attached	-do-	4	
			10.10	Four signatures/right and left thumb impressions on separate sheets (four on each sheet) of each beneficiary/dependents duly attested by class-1 Gazetted Officer	-do-	1	
			10.11	In case of female prospective beneficiaries one widow/non-marriage certificate attested by a Gazetted officer.	-do-	1	

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11	GP Fund	Available Balance in the account of deceased employee's and reimburse	11.1	Application/Request from Widow of the deceased	Family	3	Admn
			11.2	Prescribed application form from Widow	-do-	3	
			11.3	Attested photocopy of CNIC of widow and deceased	-do-	3	
			11.4	Nomination Form	-do-	3	
			11.5	Succession Certificate in case widow already died	-do-	3	
			11.6	Non Marriage Certificate	-do-	3	
			11.7	Attested Copy of Family Registration Certificate issued by NADRA	-do-	3	
			11.8	Details of Bank Account No and Branch	-do-	3	
			11.9	Vendor Detail Proforma from Widow	Office	3	
			11.10	Copy of Death Certificate/Office Order/Notification	-do-	3	
			11.11	Last Pay Certificate & Computerized pay-slip	-do-	3	
			11.12	Last Deduction showing in pay-slip	-do-	3	
			11.13	Widow Vendor No issued by AGPR	-do-	3	
12	Death Grant from FEB & GIF	The benevolent fund office paid to as per define in rule	12.1	Application/Request from Widow of the deceased	Family	1	CC&P
			12.2	Prescribed application form from Widow (available on Benevolent Fund Website)	-do-	1	
			12.3	Attested photocopy of CNIC of widow and deceased	-do-	1	
			12.4	Death Certificate/Death Office Order/ notification	-do-	1	
			12.5	Succession Certificate in case widow already died	-do-	1	
13	Encashment	Basic salary of twelve month	13.1	Application/Request from Widow of the deceased	Family	3	Admn
			13.2	Attested photocopy of CNIC of widow and deceased	-do-	3	
			13.3	Details of Bank Account No and Branch	-do-	3	
			13.4	Succession Certificate in case widow already died	-do-	3	
			13.5	Last Pay Certificate & computerized pay slip	Office	3	
			13.6	Vendor No of Widow issued by AGPR	-do-	3	
			13.7	Death Certificate/Office Order	-do-	3	
14	Burial Charges & Staff Welfare Organization/ Death Grant through FEB&GIF	Rs. 10000/- paid by the benevolent fund office	14.1	Application/Request from Widow of the deceased	Family	1	Admn
			14.2	Prescribed Application form available on Staff Welfare Organization website	-do-	1	
			14.3	Copy of Death Certificate/Death Office Order	-do-	1	
			14.4	Attested photocopy of CNIC of widow and deceased	-do-	1	
			15.1	Application/Request from Widow of the deceased	Family	3	

Sr. No	Items	Compensation to employee's Family	Documents Required		Documents to be Provided	No of Copies	Concerned Section
15	Travelling Allowance (TA)/ Hometown Claim	As per Pay Scale and define in rule	15.2	Attested Copy of Family Registration Certificate issued by NADRA	-do-	3	Admn
			15.3	Permanent Address of Family Members	-do-	3	
			15.4	Attested CNIC copies of Sons (age below 21)	-do-	3	
			15.5	Attested CNIC copies of Daughter unmarried/Divorced	-do-	3	
			15.6	Succession certificate duly issued by court of law	-do-	3	
			15.7	Original Service Book/Service Statement	Office	3	
			15.8	Prescribed TA Form completely filled	-do-	3	
			15.9	Attested Death Certificate/official order/notification	-do-	3	
			15.10	Last Pay Certificate & computerized pay slip	-do-	3	
			15.11	Vendor No of Widow issued by AGPR	-do-	3	
			15.12	Budget Position	-do-	3	