

CHECK LIST FOR CREATION OF POST OF OSD (IN CASE OF DEATH DURING SERVICE)**CL-03**

01	Name of Applicant	
02	Cell/phone No. Applicant	
04	Relation with Deceased employee	
05	Name of Deceased employee	
06	Personal No. of Deceased	
07	CNIC No. of Deceased	
Sr.	Required Documents	Page No.
	Application from widows/widower/legal heirs duly recommended by DDO with No. & Date.	
2.	Attested copy of CNIC of deceased.	
3.	Attested copy of CNIC of widows/widower/others.	
4.	Attested copy of Succession Certificate.	
5.	Attested copy of list of Family Members/FRC from NADRA.	
6.	Attested copies of CNICs of all Family Members.	
7.	Affidavit about for recovery overpayment.	
8.	Attested copy of Death/Obituary Notification.	
9.	Attested copy of Death Registration Certificate issued by UC.	
10.	Affidavit of Lawful widow/widows/widower & etc.	
11.	Attested copy of Last pay slip.	
12.	Attested copy of LPC.	
13.	Attested copy of no Re-Marriage Certificate from widows/widower.	
14.	Service Certificate of head of institution.	
15.	Attested copy of Nikah Nama.	
16.	Attested copy of Service Book attested by head of institution/DDO.	
17.	Service Statement issued by DAO concerned (Gazetted Officer).	
18.	Family Member List issued by DDO concerned.	
19.	No Source of Income Certificate in case of other than Spouse.	
20.	No other pension/family pension/OSD (Pension Salary) receiving Certificate (in case other than spouse).	

Note. All photo copies should be attested by DDO. (5-Set required)