**DOCUMENTS REQUIRED FOR FAREWELL GRANT AFTER RETIREMENT**

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| **S N** | **Documents** | **Remarks** |
| 1. | Initial appointment letter of the employee |  |
| 2. | Application for Farwell Grant Form Part-I II & III |  |
| 3. | Last Pay Certificate Dully Countersigned by the Hed of Department. |  |
| 4. | Retirement Order /Notification of  |  |
| 5. | Pension Payment Order (where pension is not applicable a certificate of services record issued by the Head of Department) |  |
| 6. | 02-Copy of National Identity Card of the employee (both side of CNIC must be copied of A-4size papers). |  |
| 7 | Last Month Schedule of recovery /deduction of Benevolent and Group Insurance Funds Contribution. |  |
| 8 | Death Certificate of employee in case widows applying for farewell grant.  |  |
| 9 | CNIC of spouse/other family members applying for farewell grant.  |  |
| 10 | List of Family Members**.** |  |
| 11 | 02- copy of cheque Leafe containing IBAN No. (Joined account is not applicable). |  |
| 12 | Schedule of period during which contribution of Benevolent and Group Insurance funds where not paid.to be issued by the parent department on the prescribed proforma. (application Form Part-III) |  |
| 13. | DCS-Form verified by concerned Bank. |  |
| 14. | 1st 2nd & Last Page of Services book |  |

**Note:**

1. All the performas / specimen may be downloaded from PMD’s website.
2. All the papers / documents are in triplicate.
3. Part-II, Dependency Certificate, Certificate regarding Benevolent Fund & Group Insurance & copy of affidavit of widow must be attested / verified by the head of the office.
4. All the documents must be attested.
5. Copy of the service book & all the certificates must be attested by the DDO.
6. Left Hand Thumb & Finger Impressions for Male applicants & Right Hand Thumb & Finger Impressions for Fe-male applicants.