**DOCUMENTS REQUIRED FOR BENEVOLENT & GROUP INSURANCE [MEDICAL RETIREMENT]**

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| **S N** | **Documents** | **Remarks** |
| 1. | Application. |  |
| 2. | Form-B. |  |
| 3. | Part-II.  |  |
| 4. | Dependency Certificate. |  |
| 5. | Certificate regarding Benevolent Fund & Group Insurance. |  |
| 6. | 3-Passport size Photographs. |  |
| 7 | Copy of National Identity Card of officer / official. |  |
| 8 | 3-Sets each containing the specimen signature.  |  |
| 9 | 3-Sets each containing left/right hand thumb & finger impression.  |  |
| 10 | Address & Account number of Bank**.** |  |
| 11 | Permanent Residential Address. |  |
| 12 | List of Family Members. |  |
| 13 | Last Pay Slip. |  |
| 14 | Last Pay Certificate. |  |
| 15 | Office Order regarding retirement. |  |
| 16 | Copy of service book.  |  |
| 17 | Medical Board Report. |  |
| 18 | Copies of PPO / Pension Slip. |  |
| 19 | 3-Sets containing Left / Right Hand Thumb Impressions. |  |
| 20 | Certificate of DOB / DOJ / DOD / EOL / Total length of service. |  |
| 21 | DCS Form regarding Benevolent Fund account verified by Concerned Bank |  |
| 22 | FRC Issued by NADRA |  |

**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 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 certificate must be attested by the DDO.
6. Left Hand Thumb & Finger Impressions for Male applicants & Right Hand Thumb & Finger Impressions for Fe-male applicants.