

**CHECKLIST FOR FUNERAL - ALLOWANCE**

- |   |          |
|---|----------|
| 1- Recommendation Letter of RM/GM-Attached              | Yes - No |
| 2- Forwarding Memo - Attached                           | Yes - No |
| 3- Declaration by Widow of deceased - Attached          | Yes - No |
| 4- Application/Letter of request by Applicant -Attached | Yes - No |
| 5- Retirement Benefit Letter issued by H.R - Attached   | Yes - No |
| 6- Recent Pension Sheet verified by Branch - Attached   | Yes - No |
| 7- Attested Death Certificate - Attached                | Yes - No |
| 8- Attested CNIC copy of Ex-Employees Widow - Attached  | Yes - No |
| 9- Declaration by Ex-Employee - Attached                | Yes - No |

Remarks: \_\_\_\_\_

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**Checked By**