

CHECKLIST FOR MARRIAGE - 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- Attested Death Certificate - Attached	Yes - No
5. Declaration by Ex-Employee - 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 CNIC copy of Ex-Employees /Widow- Attached	Yes - No
8- Attested CNIC copy of Son-in-Law/Daughter - Attached	Yes - No
9- Attested Undertaking on Bond Paper - Attached	Yes - No
10-Attested Nikahnama - Attached	Yes - No

Remarks: _____

Checked By

All the documents must be verified by the branch manager under his / her seal and signature.