

## **CHECK LIST OF GP FUND ADVANCE DOCUMENTS**

| <b>S.NO</b> | <b>Documents / Particulars</b>                                                                                                         |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1           | GP Fund Sanction Order by the competent authority                                                                                      |
| 2           | Retirement order copy                                                                                                                  |
| 3           | Affidavit on stamp paper for refund of overpayment (if made any ) along with CNICs and signatures of two witnesses.                    |
| 4           | Death Certificate from NADRA (In case of Death)                                                                                        |
| 5           | Heirship Certificate (In case of Death)                                                                                                |
| 6           | Duly Filled in "Advance Proforma" (FO-6)" and attested by the DDO                                                                      |
| 7           | Application by the subscriber for G.P Fund balance sheet forwarded by the DDO.                                                         |
| 8           | Pay slips / pay bills from the year of appointment to ascertain / verify the actual G.P. Fund deductions. (In case of missing credits) |
| 9           | Missing Credit Statement of G.P. Fund deductions must be signed by the DDO.                                                            |
| 10          | Zakat Declaration on Stamp paper.                                                                                                      |
| 11          | Bonafied employee certificate by the DDO                                                                                               |
| 12          | No Govt. Dues and No Enquiry Certificate by the DDO                                                                                    |
| 13          | No G.P Fund Advance Drawn Certificate by the DDO                                                                                       |
| 14          | Original Service Book / Service Statement along with photocopy                                                                         |