

Study leave requirements (BS-17 and above)

1. Simple application to be provided by the candidate indicating detail of admission of study leave and also showing morning/evening shift.
2. Academic Degrees (duly attested).
3. Service Certificate (duly attested from the concerned authority).
4. Affidavit on judicial stamp paper to the effect that after completion of the studies they will serve with the department for completion of the studies they will serve with the department for at least five consecutive years otherwise they will have to refund the amount of pay drawn by them for the study period. They will also abide by the rules and regulations framed for this purpose by the Provincial Government (duly attested).
5. A Certificate that He/She is not availed any kind of leave/Study leave during his/her service (duly attested from the concerned authority)
6. Copies of NTS/GRE.
7. Course Relevancy Certificate (duly verified/attested from the concerned university).
8. Nomination and exact duration of course by university concerned they intend to take admission.
9. Copy of M.Phil/Ph.D completed (certificate from the concerned university).
10. A copy of advertisement by the university/institution.
11. A Copy of current regular appointment/promotion order.
12. Leave admissible Report of the concerned District Accounts Officer.
13. NOC/permission of E&SE Department.
14. A copy of CNIC (duly attested).

Note: - all the documents required in original

Pension contribution requirements (BS-1 to BS-20)

1. A certificate from the concerned Department/institutions when the applicant applied, the post is pensionable or otherwise.
2. A photocopy of through proper channel letter.
3. A photo copy of Relieving letter.
4. Pension contribution statement (duly attested/verified from the concerned District Accounts Officer).
5. A copy of 1st appointment Order.
6. A copy of Appointment Order when the applicant applied to the said post.
7. A copy of Advertisement.
8. A photocopy of CNIC (duly attested).

Note:- all the documents required in original

Benevolent Fund requirements (BS-16 and above)

1. Application on prescribed form.
2. Application is properly routed.
3. Application is signed by the Head Officer.
4. Benevolent Fund contribution on prescribed rates.
5. Benevolent Fund Contribution Certificate.
6. Attested copy of Retirement Order.
7. Attested copy of LPC or Payroll.
8. List of family members.
9. CNIC of Govt. Servant.
10. No Marriage/Non Separation Certificate.
11. Attested copy of Pension Payment Order (P.P.O).
12. Operating Bank A/C NO. Branch Code and Address of the concerned Bank Branch.
13. Death Certificate.
14. Clarification that the said retired officer was a Provincial Govt. employee and he had contributed towards Provincial Benevolent Fund Board Khyber Pakhtunkhwa.
15. All the Documents are attested (from the concerned authorities).

Note: - all the documents required in original

**REQUIREMENT RETIREMENT/ENCASHMENT OF L.P.R BS-17 &
ABOVE.**

1. Application for retirement
2. Application for leave encashment
3. History of service
4. SSC
5. Non Involvement certificate
6. No Demand Certificate from C&W, T&T, TESCO, PESCO , Income tax & Bank
7. No outstanding dues certificate
8. 1st appointment order.
9. Promotion Order
10. Non availing of leave certificate
11. No Demand certificate
12. Audit Report
13. Service book photo copies
14. CNIC of the applicant

Required documents with pension papers (BS-17 & above)

1. Two Sets of pension papers on Form 3 (PEN)other District (Peshawar Three sets).
2. Retirement Order.
3. NO Demand Certificate.
4. Involvement Certificate.
5. NO Demand Certificate from Estate Office/C&W Department.
6. Last Pay certificate (LPC).
7. Three copies of CNICs and photos.
8. List of family members. Thumb Impression, Three Specimen signatures.
9. Original Service Book.
10. History of Service c/o by DAO concerned.
11. First appointment Order/Promotion Order.
12. Consolidate service Certificate.