



c- Bank Detail of the Claimant**PART-III****a) Name of Bank****b) Bank code****b) Title of Account****d) Account No**

Signature of Branch Manager

Stamp with Branch Code

PART – IV**CERTIFICATE BY THE HEAD OF DEPARTMENT**

- 1 The information contained above in respect of Mr/Miss/Mrs. _____ is correct and according to our record.
- 2 The above-named employee was neither a contingency / work charged / adhoc / contract employee nor a deputationist from any Provincial / local Government and he / she is / was regular contributor of RB&DC & Group Insurance Funds. Further he / she was neither dismissed nor removed from service.
- 3 The particular of nominee(s) of deceased employee mentioned in Part- I & II above are correct and there no other Nominee(s) as per record of this office.in case, particulars of nominee (s) given in Part – I & II found incorrect at later stage by any form, our department will be responsible for refund of sanctioned amount(s) to RB&DC Fund.
- 4 Certified that the claim has been submitted for the first time and had never been sent previously from any office of this department.
- 5 The above-named employee was not uniform employee of Armed Forces at the time of retirement.

Dated: _____

Seal and signature
Head of the Department**Required documents & instructions for submission of Application Form**

- a The application for must be countersigned by the Head of Department / Head of Attached Department.
- b Death Notification issued by the concerned Department.
- c Death certificate issue by NADRA / Union Council /Union Committee / Municipal Committee duly attested.
- d CNIC of the employee and the prospective beneficiaries & Frm – B of minor in case of death.
- e One copy of photograph duly attested in respect of each beneficiary. In case of purdah observing ladies, photographs will not be required. A certificate that she is Purdah observing lady must be attached.
- f Photo copy of cheque book leaf may be attached for confirmation of bank account.
- g Last pay certificate duly signed by the office of the AG/DCA/DO/DAO/AAO(s).
- h Succession Certificate in case more than one beneficiary.
- i Forward application from with covering letter to:

**Deputy Director (RB&DC), 1st Floor Directorate of Treasuries & Accounts, Khyber Pakhtunkhwa
Peshawar**