








## **CHECK LIST FOR LEAVE ENCASHMENT**

	Application duly recommended by the Head and next higher authority.
	Attested copy of CNIC.
	Leave Entitlement Certificate on the prescribed Proforma (Leave application form) duly issued by the District Accounts Officer, concerned with No. & date.
	Attested Photo copy of Retirement Notification.
	No Enquiry, No demand & No Audit Para Certificates duly issued by the Head of the Institution concerned /controlling authority and countersigned by the next higher authority i.e. District Education Officers / Executive District Officer (Education) concerned.
	Affidavit about recovery of Government dues.
	Last Salary slip.