



No. 667 /B-3  
DIRECTORATE OF PUBLIC INSTRUCTION  
(ELEMENTARY EDUCATION PUNJAB)  
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Dated: 27-02- /2019

To

All the Chief Executive Officer (DEA)  
in the Punjab.

Subject:-

**CREATION OF OSD POSTS IN RESPECT OF DECEASED DURING SERVICE OFFICERS/OFFICIALS FOR THE PURPOSE OF PROVISION OF FAMILY SALARY UNDER GOVERNMENT POLICY NOTIFICATION NO. FD-SR-I/3-10/2004 DATED 15-08-2017, NO.FD.SR-I/3-5/2015 DATED 07-01-2019 AND EVEN NO. DATED 30-01-2019**

I am directed to intimate you that in future subject cited cases may be forwarded to this Directorate according to information/documents as mentioned below in the "A, B and C".

(A)

Sr. No.	1	2	3	4	5	6	7	8
	Name of Deceased Civil Servant/ Designation/ Personal No.	BPS	Basic Pay	Date of Birth	Date of Death	Date of Entry into Govt. servant	Period with date for creation of OSD	Name of widow/ widower family member

(B)

Grant No.	Fund Centre	Cost Centre	Object Code

(C)

SR. NO.	NAME OF DOCUMENTS	STATUS OF DOCUMENTS
1	Three sets of case	Attached
2	Hand Written application from widow/widower	Attached
3	Attested copy of Obituary Notification.	Attached
4	Attested copy of CNIC of the deceased and the family members, in whose favour post is created.	Attached
5	Attested copies of complete Service book in case of non-gazetted official.	Attached
6	Attested copy of Death Certificate.	Attached
7	Attested list of family members duly issued by the Administrative Department would suffice the said purpose.	Attached
8	Attested copy of last Salary Slip.	Attached
9	Attested copy of Succession Certificate.	Attached
10	Attested copy of Nikah Nama	Attached
11	Attested copy of Last Pay Certificate (LPC) on proforma issued by DDO	Attached

*M. A. F. A. S. A.*  
ASSISTANT DIRECTOR (B)  
FOR DIRECTOR PUBLIC INSTRUCTION (EE)  
PUNJAB, LAHORE.  
*M. A. F. A. S. A.*