

**DIRECTORATE OF EDUCATION(COLLEGES) LAHORE**  
**DIVISION, LAHORE.**



**CHECK LIST FOR LEAVE ENCASHMENT CASE**

1. Covering Letter by the Principal of the College Concerned.
2. Attested Copy of the C.N.I.C Card.
3. Attested Copy of Matriculation Certificate.
4. Face Sheet.
5. **LEAVE ENCASHMENT CALCULATION FORMULA**

**(Basic Pay + Personal Pay + Senior Post Allowance X 12 X Days / 365)**

6. Attested Copy of Last Computerized Pay Slip or Last Pay Certificate.
7. Attested Copy of Change of Name Notification (For Females).
8. Attested Copy of Retirement Notification.
9. Original Leave Title Form A.G Office (Leave Sanction of Non Gazetted).
10. Attested Copy of Service Book (Scale 1 - 16)
11. No Inquiry, No Demand, No Audit Para Certificates.
12. Attested Copy of C.N.I.C of the Applicant (in Case of Death)
13. Attested Copy of Death Certificate (in Case of Death)
14. Succession Certificate (in Case of Death)

**NOTE: THE CASE SHOULD BE IN TRIPLICATE (three sets)**

\*\*\*\*MZM\*\*\*\*