



**PROCEDURE FOR FAMILY PENSION (Conversion)**

Eligible family member of deceased pensioner will apply to the parent PTCL unit / region of the retiree along with following documents.

(Set of documents available at concerned PTCL Unit / Region).

|    |                                                                                                      |
|----|------------------------------------------------------------------------------------------------------|
| 1  | Application to parent PTCL unit / region for Family Pension.<br>( Application Format attached below) |
| 2  | Non-Remarriage Certificate (In case of widow / widower)                                              |
| 3  | Non-Marriage Certificate (In case of daughter)                                                       |
| 4  | Non-Separation Certificate (In case of widow / widower)                                              |
| 5  | Single Widow Certificate (In case of widow)                                                          |
| 6  | List of Family Members showing therein Name, Relation, Date of Birth / Age and Marital Status.       |
| 7  | Death Certificate of Pensioner issued by NADRA / Union Counsel.                                      |
| 8  | Consent for Recovery                                                                                 |
| 9  | Specimen Signature (Widow / Widower / Daughter / Son)                                                |
| 10 | EST-54 (Thumb & Fingers impression).                                                                 |
| 11 | Copy of Valid CNIC                                                                                   |
| 12 | Three (3) Photographs                                                                                |

Pension Payment Order is issued to concerned GPO after receipt of complete case from PTCL.

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated:**

**Subject: Conversion of Pension into Family Pension.**

I Mst. / Mr. / Miss. \_\_\_\_\_

Widow / Mother / Son / Father / Husband / Daughter / Sister of \_\_\_\_\_

who was a PTCL Pensioner having PPO/RFNO \_\_\_\_\_ ,

Employee # \_\_\_\_\_ request to convert the pension of my deceased Father / Mother

/ Husband / Wife / Son / Daughter into Family Pension and authorize me to draw the family Pension

from Bank / GPO \_\_\_\_\_.

Yours truly,

Applicant:

Signature / Thumb Impression \_\_\_\_\_

CNIC # \_\_\_\_\_

Contact # \_\_\_\_\_