

**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. <b>( Application Format attached below)</b>
2	Non-Remarriage Certificate (In case of widow / widower)
3	Non-Marriage Certificate (In case of daughter)
4	Declaration by Un-Married Daughter (Performa available in Download Section)
5	Non-Separation Certificate (In case of widow / widower)
6	Single Widow Certificate (In case of widow)
7	List of Family Members showing therein Name, Relation, Date of Birth / Age and Marital Status.
8	Death Certificate of Pensioner issued by NADRA / Union Counsel.
9	Consent for Recovery
10	Specimen Signature (Widow / Widower / Daughter / Son)
11	EST-54 (Thumb & Fingers impression).
12	Copy of Valid CNIC
13	Three (3) Photographs

Note: For any clarification Please contact Dy. Director (Pension). Off: 042-37239438, email: ddp@ptet.com.pk

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 # \_\_\_\_\_