



No. 1357 /B-3  
DIRECTORATE OF PUBLIC INSTRUCTION  
(ELEMENTARY EDUCATION PUNJAB)  
"9-A" Hall Road, Lahore.  
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Dated: 08/04/2019

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**

In continuation of this office Memo No. 667/B-3 dated 27-02-2019, on the subject noted above.

In nature subject cited cases may be forwarded to this Directorate according to information/documents as mentioned below in the "A, B and C" Format.

(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 of deceased with original attestation.	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 by DDO would suffice the said purpose.	Attached
8	Attested copys 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
12	Attested copy of No marriage Certificate.	Attached
13	Attested copy of Service Certificate issued by DDO.	Attached

You are required to follow and observe Govt. instructions in letter and spirit and in future complete cases in all respect be forwarded to this Directorate so that deceased family may not suffer and face any hardship.

In case of any delay and submission of in complete case you will be personally held responsible and matter will be reported to the department for strict action.

  
DIRECTOR PUBLIC INSTRUCTION (EE)  
PUNJAB, LAHORE. 08/4/19

Endt.No. \_\_\_\_\_/B-3

Copy submitted for information to:-

1. PS to Secretary School Education, Govt. of the Punjab (Attention Section Officer (DEA).
2. The Divisional Directors (EE) in the Punjab.
3. The District Education Officers (M/W-EE) in the Punjab.

  
DIRECTOR PUBLIC INSTRUCTION (EE)  
PUNJAB, LAHORE.