

**Workers Welfare Fund
Education Section**

Check List for Examination / Scrutiny of Documents for Education Scholarship for Post Matric Level.

Receiving Date:.....

Sr. No.	Particulars	Yes	No
<u>Detail of Worker</u>			
1	Name		
2	CNIC No.		
3	CNIC Issue Date		
4	EOBI / SSC No.		
5	Contact No.		
6	Designation / Grade and attested copy of Factory Card.		
7	Account No. of Beneficiary, with complete bank code & address (IBAN No. / copy of cheque.		
8	Appointment letter		
9	Worker under definition of work man prescribed in IRA 2012		
10	Service Certificate from Factory on letter Head		
11	Factory Name		
12	2 % or 5% contribution receipt / letter of Establishment		
13	Attestation of form from Factory Manager / GM/ Head of Establishment (all photocopies attached).		
14	Registration under factory Act, 1934 / Mines Act, 1923		
15	Affidavit (Original)		
16	Salary Slip of Worker at the Time of Initial appointment & Current.		
17	Pay Roll at the Time of Initial appointment & Current.		
<u>Details of Student</u>			
18	Name		
19	Form "B" / CNIC No.		
20	Form "B" / CNIC Issue Date		
21	Contact Number of Student & E-mail		
22	Starting Date of admission / Program & Ending date		
23	Student Card		
24	Attested copy of Merit List from Institute / University for MBBS, BDS, DPT, Pharm-D, DDNS, etc.)		
25	Class / Degree / Program		
<u>Details of Institutes</u>			
26	Institute Name		
27	Attestation of form from Head of Institute / University		
28	Contact Number & E-Mail of Registrar of Institute		
29	Contact Number & E-Mail of Finance / Accounts office Institute		
30	Provision of PEC affiliation for Engineering Degree / HEC / PMC University.		
31	Fee Structure / Fee Breakup / Fee Schedule		

The Education Section has Checked the documents and found correct as required on check list. The Scrutiny Committee is requested to consider the case as per approved policy.

Checked By
Sr.Assistant (Edu)

Re-Checked By
Assistant Director (Edu)

Checked By
Deputy Director (Edu)