

**Workers Welfare Fund
Education Section**

Check List for Examination / Scrutiny of Documents for Education Scholarship for Under 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 Month.			
	<u>Details of Student</u>			
18	Name			
19	Form "B" / CNIC No.			
20	Form "B" / CNIC Issue Date			
21	Student Card			
22	Class / Degree / Program			
	<u>Details of Institutes</u>			
23	Institute Name			
24	Date of Admission			
25	Attestation of form from Head of Institute			
26	Fee Structure / Fee Breakup / Fee Schedule			
27	Affiliation PEIRA / Concerned Boards			
28	Contact Number & Email (Head of Institution)			

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)