

RETIREMENT NOTIFICATION / PRE-MATURE RETIRMENT

CL-04

Sr.	Item / Category	Page No.
1	Application	
2	No enquiry, No demand, No Audit Para, No Punishment Certificate issued by DDO Countersigned by DEO concerned	
3	Attested copy of CNIC	
4	Matriculation Certificate (Original & Attested Copies)	
5	In case of Gazetted Service statement issued by the AG Punjab	
6	In case premature retirement 25 year qualifying service certificate issued by the AG Punjab	
7	Affidavit in case of premature retirement & any over payment will be refunded	
8	Personal file in case of Ex-MCL employee	
9	Original service book & attested copy	
10	Attested copy of pay slip	
11	No enquiry, No demand, No Audit Para, No Punishment Certificate issued by CDGL Authority	

Signature of Head Teacher

Time Line

No office will take more than 3 or 4 days.

Concerned Authority	Receiving Date	Forwarding Date	Numbers of Days Consumed	Signature of Officer
O/O Headmaster /Principal/Initiating Authority				
O/O AEO/Zonal Head				
O/O Dy. DEO(in case of Primary and Middle School)				
O/O DEO concerned				
CEO Office (If competent Authority)				