

CHECK LIST
IN-SERVICE PROMOTION FROM CLASS-IV TO JUNIOR CLERK (20% QUOTA) RESERVED

Sr No.	DOCUMENTS REQUIRED	Documents Attached Yes/No	Page No.
1.	Hand written application with cell No. dully singed and recommendation by the Head of the Institution concerned		
2.	Copy of valid CNIC		
3.	Copy of First appointment order with joining report		
4.	Copy of regular order with joining report		
5.	Copy of latest computerized pay slip		
6.	Copy of Medical Certificate issued by the MS DHQ Hospital concerned		
7.	Copy of domicile		
8.	8 Last three years PERS (2021-2023)		
9.	Original Service Certificate, No Enquiry, No Demand, No Punishment and Satisfactory Performance Certificates with Dispatched No. and Dated		
10.	Copies of all Educational Certificates, Degrees etc.		
11.	Copy of Service Book (all pages)		
12.	Affidavit on E-Stamp paper of Rs. 100/- regarding all given documents are genuine, if found bogus / fake the applicant himself/herself will be responsible and will be treated under the rules		
Note:- All photocopies of documents must be attested by Concerned DDO and submitted along with above relevant record through proper channel to CEO (DEA) Gujranwala.			

Signature of Applicant: _____

Name: _____

Designation: _____

Cell No.: _____

Name of School: _____

Dated: _____

It is to certify that all the documents mentioned with page No. are attached and found correct.

Signature with stamp of Head of Institution.