

SCHOOL NAME:		
EMIS CODE:		
TITLE OF FILE :SUBMISSION OF PERSONAL FILE FOR HRMIS		
1	Name:	
2	CNIC:	
3	Designation:	
4	Personel Number:	
5	Contact No:	
<u>CHECK LIST OF DOCUMENTS</u>		
Sr. No.	Documents Description	page No
1	Computerised National Identity Card (CNIC)	
2	Domicile	
3	Salary Slip	
4	Copy of Matriculation	
5	Copy of Intermediate	
6	Copy of Bachelor Degree	
7	Copy of Master Degree	
8	Copy of M.Phil Degree (if any)	
9	Copy of Ph.D Degree (if any)	
10	Copy of B.Ed. Degree	
11	Copy of M.Ed./MA (Education) Degree (if any)	
12	Traning Certificates (Induction and Promotion Link Training only)	
13	First appointment Order/Letter of Agreement	
14	Joining og First appointment order	
15	Promotion order in next scales and all related joining reports	
16	CNIC Copy of Spouse (if married)	
17	Transfer Orders/Joining & Relieving Orders (if any)	
18	Service Book Original	
19	Nikah Nama	
20	Equivalence Certificate of Education Dgrees	
21	Disability Certificate (if any)	
22	Passport	
	Total No. of Documents	
	Total No. of Pages	

CHECK LIST

FOR

FILE PREPARATION OF

TIME SCALE PROMOTION IN BPS-16 to BPS-17

Sr. No	Name of Document	Remarks
1	CNIC No. (Copy Attach)	Attested Copy
2	Application	Head sig.& Stamp
3	Performa of Personal Information and Certificate	Head sig.& Stamp
4	Performa One Page Service History	Head sig.& Stamp
5	Salary Slip	Attested Copy
6	First Contract Appointment Order	Attested Copy
7	Regular Appointment Order.	Attested Copy
8	Transfer Order (if any)	Attested Copy
9	Joining Report 12-10-2009 Contract a s SSE (Computer Science)	Attested Copy
10	Joining Report 19-10-2009 Regular as SST (Computer Science)	Attested Copy
11	Reliving Report if Transfer (From Previous School)	Attested Copy
12	Joining Report if Transfer (From New School)	Attested Copy
13	Service Certificate	Head sig.& Stamp
14	No Departmental Enquiry of PEEDA Certificate	Head sig.& Stamp
15	No Demand Certificate	Head sig.& Stamp
16	No Punishment Certificate	Head sig.& Stamp
17	No Audit Para Certificate	Head sig.& Stamp
18	No Promotion Certificate	Head sig.& Stamp
19	Judicial / Anticorruption FIR	Head sig.& Stamp

CHECK LIST FOR PROMOTION PST/EST TO EST/SST

SR NO	DESCRIPTION	YES/NO/N.A
1	Hand written Application Original	
2	Appointment & Regular Orders (Both verified) Original	
3	First Joining Original	
4	CNIC Original	
5	Domicile Original	
6	Pay Slip	
7	All Transfers Orders Original	
8	SSC Degree & Verification Original	
9	HSSC Degree & Verification Original	
10	B.A/BSc/B.S Degree & Verification Original	
11	M.A/M.Sc Degree & Verification Original	
12	B.ED Degree & Verification Original	
13	NO ENQUIRY Certificate counter signed by DDO/Controlling Authority with Dispatch# & Date (minimum 30 days old) Original	
14	NO DEMAND Certificate counter signed by DDO/Controlling Authority with Dispatch# & Date (minimum 30 days old) Original	
15	NO AUDIT PARA Certificate counter signed by DDO/Controlling Authority with Dispatch# & Date (minimum 30 days old) Original	
16	NO PUNISHMENT Certificate counter signed by DDO/Controlling Authority with Dispatch# & Date (minimum 30 days old) Original	
17	School/PEC/BISE Result of Last 5 years C/S by DEO SE/DY DEO concerned Original	
18	SYNOPSIS along with PERs Original from Date of Regular to 31-12-2021 Original	
19	White page Affidavit Rs.100 (signed & Thumb impression) Original	
20	Original Service Book with verification of service up to 31-12-2021 by DDO	

Note: Copy set of All Documents (Excluding SYNOPSIS & PERs) also will be submitted separately. The Performas /Format attached will only be accepted.