

### **CHECK LIST FOR PROMOTION CASE OF PST TO EST & EST To SST**

1	HAND WRITTEN APPLICATION WITH CELL NO.
2	ATTESTED COPY OF CNIC.
3	ATTESTED COPY OF FIRST APPOINTMENT ORDERS.
4	ATTESTED COPY OF FIRST JOINING REPORT.
5	ATTESTED COPY OF REGULAR ORDERS.
6	NO INQUIRY CERTIFICATE, NO DEMAND CERTIFICATE, NO PUNISHMENT CERTIFICATE, NO PUNISHMENT CERTIFICATE COUNTER SIGNED BY THE DY DEO /DEO (SE).
7	ATTESTED COPIES OF ACADEMIC & PROFESSIONAL QUALIFICATIONS M.A, B.SC AND B.ED, M.ED.
8	DEPARTMENTAL VERIFICATION OF M.A, B.SC, AND B.ED, M.ED.
9	SYNOPSIS.
10	ALL ACRs FOR THE WHOLE REGULAR SERVICE PERIOD COUNTERSIGNED BY THE DY DEO/DEO (SE).
11	ORIGINAL SERVICE BOOK & ATTESTED COPY OF SERVICE BOOK BY THE DDO/H.M.
12	LAST PAY SLIP.