PART-I TITLE OF FILE

|  |  |
| --- | --- |
| **Sr. No** | **FORM TO BE ATTACHED ON EVERY FILE COVER** |
| **1** | **Name** |  |
| **2** | **CNIC** |  |
| **3** | **DESIGNATION** |  |
| **4** | **PERSONAL NUMBER** |  |
| **5** | **CONTACT NUMBER** |  |

PART-II CHECK LIST OF DOCUMENTS

|  |
| --- |
| **DOCUMENTS TO BE SCANNED IN DISTRICTS IN SCHOOL EDUCATION DEPARTMENT** |
| **Sr. No.** | **DOCUMENTS DISCRIPTIONS** | **STATUS** |
| **1** | **Computerized National Identity Card (CNIC)** | Mandatory |
| **2** | **Domicile** | Mandatory |
| **3** | **Salary Slip** | Mandatory |
| **4** | **Copy of Matriculation** | Mandatory |
| **5** | **Copy of Intermediate** | Mandatory |
| **6** | **Copy of Bachelor Degree** | Mandatory |
| **7** | **Copy of Masters Degree** | Mandatory |
| **8** | **Copy of M. Phil (if any)** | Mandatory |
| **9** | **Copy of Ph.D (if any)** | Mandatory |
| **10** | **Copy of B.Ed** | Mandatory |
| **11** | **Copy of M.Ed / MA (Education) Degree (if any)** | Mandatory |
| **12** | **Trainings Certificate (Induction & Promotion Linked Tranings only)** | Mandatory |
| **13** | **First Appointment Order / Letter of Agreement** | Mandatory |
| **14** | **Joining Report of First Appointment Order** | Mandatory |
| **15** | **Promotion Orders in next scales and all related joining reports** | Mandatory |
| **16** | **CNIC Copy of Spouse (if Married)** | Mandatory |
| **17** | **Transfer Orders / Joining Relieving Order (if any)** | Mandatory |
| **18** | **Service Book Original** | Mandatory |
| **19** | **Nikkah Nama** | For Married |
| **20** | **Equivalence Certificate of Educational Degrees** | If Any |
| **21** | **Disability Certificate** | If Any |
| **22** | **Passport** | If Available |