**Application (Mandatory Documents)**

General Transfer

* Application
* Joining Report
* Forwarding Letter
* CNIC Copy
* First Appointment Order
* Current Posting Order

Transfer for Contract

* Application
* Joining Report
* Forwarding Letter
* CNIC Copy
* First Appointment Order
* Current Posting Order
* Certificate from CEO (did not avail any kind of transfer)
* NOC

Mutual Transfer

* Mutual Application
* Mutual Joining Report
* Both Forwarding Letter
* Both CNIC Copy
* First Appointment Order
* Current Posting Order

Transfer Specialize Disposal

* Application
* Joining Report
* Forwarding Letter
* CNIC Copy
* First Appointment Order
* Current Posting Order
* NOC from Specialized

NOC

* CNIC Copy
* Joining Report
* First Appointment Order (adhoc, contract, regular)
* Current Posting Order

PPSC

* PPSC Form

NON PPSC

* Advertisement Copy

Passport

* CEO forwarding

New Adhoc

* Ad
* DRC Minutes
* Educational Documents
* CNIC Copy
* Domicile
* Profile Performa

Contract Extension

* CNIC Copy
* First Appointment Order
* Charge Report
* Extension Orders (if any)
* PERs
* Forwarding Letter
* No Inquiry No Demand Certificate

ACR (not in pendency)

* Year
* Seniority Number
* Forwarding Letter of Concerned Authority
* CNIC Copy

Promotion Application (not in pendency)

* CNIC Copy

Performa Promotion

* Hand Written Application
* Seniority (notified)

Grievance

* Hand written application
* PPSC Orders
* Offer Letter
* Acceptance Letter
* Departmental Orders
* Charge Report
* PPSC Merit List

Complaint

* CNIC Copy
* Affidavit (support content)
* Hand written application

Awaiting Posting

* Profile Built (if not) service history, leave record
* CNIC
* NOC
* First Appointment Order
* Joining Report
* Joining Performa
* Biometric

Joining After Leave

* CNIC Copy
* Profile Built (if not) service history, leave record
* Leave Order
* First Appointment Order
* Joining Report
* Joining Performa
* Relieving report for availing leave
* Training Completion Certificate

From Specialize for further posting

* Profile Built (if not) service history, leave record
* CNIC
* NOC
* First Appointment Order
* Joining Report
* Joining Performa
* Biometric

Report Back

* Profile Built (if not) service history, leave record
* CNIC
* First Appointment Order
* Joining Report
* Joining Performa
* Biometric
* First Charge assumption report

------ Report back reason (suspension, transfer)

Extension in Joining Period

* Hand written application
* PPSC Orders
* Offer Letter
* Acceptance Letter
* Departmental Orders
* PPSC Merit List

(before 7 days)

**Pesnion Case**

Personal No ( issued

LPC or Last Pay Slip ( issued by DO or AG)

CNIC Copy

Application

Service Statement

Profile

Attach Original Service book, along with its attested photo copy. The Service Book should be complete in all respects i.e (i) Upto date service verification by DDO (ii) Pay‐fixation by AG (Punjab)/DAO on relevant occasions (iii) Upto date leave account.

Retirement Notification

Profile

Service Statement (Issued by DAO or AG)

No Enquiry No Demand / NOC

Id card

Passport size photo

Pension Form

DDO non DDO Proforma (signed/issued by concerned CEOs/MS)

Affidavit

Rent clearance certificate

Income tax certificate / Last FBR tax statement (optional)

Bank option form (bank transfer)