

## Checklist of Personal File for SED – HRMS

### Documents to be attached in Personal File.

Sr. No	Document Description	Status
1	Computerized National Identity Card (CNIC)	<input type="checkbox"/>
2	Domicile	<input type="checkbox"/>
3	Salary Slip	<input type="checkbox"/>
4	Copy of Matriculation	<input type="checkbox"/>
5	Copy of Intermediate	<input type="checkbox"/>
6	Copy of Bachelor Degree	<input type="checkbox"/>
7	Copy of Masters Degree	<input type="checkbox"/>
8	Copy of M.Phil. (If any)	<input type="checkbox"/>
9	Copy of PhD (if any)	<input type="checkbox"/>
10	Copy of B.Ed.	<input type="checkbox"/>
11	Copy of M.Ed. / M.A (Education) Degree (If any)	<input type="checkbox"/>
12	Trainings Certificate (Induction & Promotion Linked Trainings only)	<input type="checkbox"/>
13	First appointment order / Letter of Agreement	<input type="checkbox"/>
14	Joining report of First appointment order	<input type="checkbox"/>
15	Promotion order in next scales and all related joining reports	<input type="checkbox"/>
16	CNIC copy of Spouse (if Married)	<input type="checkbox"/>
17	Transfer Orders/ Joining Relieving order (if any)	<input type="checkbox"/>
18	Service Book Original	<input type="checkbox"/>
19	Nikah Nama (if married)	<input type="checkbox"/>
20	Equivalence Certificate of Educational Degrees (if any)	<input type="checkbox"/>
21	Disability Certificate (if any)	<input type="checkbox"/>
22	Passport (if any)	<input type="checkbox"/>