**CHECK LIST FOR HIGHER QUALIFICATION ALLOWANCE**

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| **Sr. No** | **Description** | Remarks |
| 1 | Application Duly Recommended by the Head |  |
| 2 | Original and attested copy of relevant degree |  |
| 3 | Original & Attested Copy of verification of Relevant degree from concerned institution in memo shape |  |
| 4 | Relevant degree must be verified from the HEC, Islamabad |  |
| 5 | Attested copy of CNIC |  |
| 6 | Attested copy of first Appointment orders along with joining |  |
| 7 | Attested copy of orders in present grade along with joining |  |
| 8 | Departmental permission before taking admission duly issued by the competent authority |  |
| 9 | Attested copy of entire service record |  |
| 10 | Complete Bio-data/CV |  |
| 11 | Affidavit about non availing any benefit prior this on the basis of same qualification |  |
| 12 | Attested copy of last pay slip |  |
| 13 | Attested copy of all Educational certificates / Degrees |  |
| 14 | Attested copies of sanction of study leave if the applicant availed for doing relevant course/degree |  |
| 15 | Clear cut recommendations of concerned Head |  |