

CHECK LIST FOR REGULARIZATION OF CONTRACT EMPLOYEES

Sr. No	Documents	TICKS
1	Written Application (format Attached)	
2	03 Years Performance Evaluation Report (PERs) 2017,2018,2019 (Only Signed & Stamped of Reporting Officer)	
3	Last 03 Years Result (2017,2018,2019)	
4	No inquiry, No Demand, No Audit Para and No punishment Certificates issued by DDO/Head of institution	
5	Performance Certificate/Issued by DDO/Head Institution	
6	CNIC Copy	
7	Latest Pay Slip	
8	First Appointment Order (Present Post)	
9	First Joining Report (Present Post)	
10	Transfer Order	
11	Relieving & Joining (In case of Transfer)	
12	Copy of Degree/Result Card of SSC/Matric	
13	Copy of Degree/Result Card of F.A/F.Sc	
14	Attested copy of verified degree/Result Card by the University of B.A/B.sc/Others	
15	Attested copy of verified degree/Result Card by the University of M.A/M.sc/Others	
16	Attested copy of verified degree/Result Card by the University of B.Ed/M.Ed/Others	
17	Domicile	
18	Copy of Service Book Attested by AEO/Head of institution	
19.	Copy of Disability Certificate (if any)	

Note:-

1. All Candidates are directed to arrange above mentioned documents needing to check list and ensure no documents is missing (Copies of all Documents must be attested by AEO/Head of institution)
2. In case of Inter District Transfer Appointment order must be verified from concerned District.

Date: _____

Signature of Contract Employee

Contact # _____

To,

Subject: Application for Regular Appointment

Respected Sir,

With due respect, I have honor to state you that I was appointed as _____

in _____ Vide Order No. _____

Dated _____ Now, I am serving in _____

Scince _____ regularly. Now, I am submitting you the application for my appointment

on regular basis as required by you under Govt. Policy. So, kindly issue me Regular Appointment

Order and obliged.

I shall be very thankful to you for this act of kindness.

Yours Truly

BIO Data Form For Regularization

Paste Fresh Passport size Photo

Table -1 General Information

Sr. No.	Information
1.10	Name of officer
1.20	Father's Name
1.30	Date of Birth
1.40	Domicile District
1.50	CNIC NO.
1.60	Cell No.
1.70	Marital Status
1.80	Name of Spouse
1.90	Spouse CNIC No.
1.10	Dual Nationality(Yes or No)
1.11	1st appointment order No and Date
1.12	Date of Joining
1.13	Initial Designation
1.14	Present Designation
1.15	Present School/Office
1.16	Present Pay Scale
1.17	Permanent Address
1.18	Temporary Address

Table-2 Detail of Examination

Sr. No.	Qualification	Year of Passing	Obtained Marks/Total Marks	Name of Board/ University
2.1	Matric/SSC			
2.2	Intermediate/HSSC			
2.3	BA/BSc			
2.4	MA/MSc			
2.5	M.Phil			
2.6	Ph.D			
2.7	Other			
2.8	B. Ed			
2.9	M. Ed			
2.10	Other			

Table-3 Service History

Sr. No.	Worked as along with School/Office	District	From	To
3.1				
3.2				
3.2				
3.4				
3.5				
3.6				
3.7				
3.8				
3.9				

Certified that all above entries are correct, if any discrepancy pointed out later on, I shall be held personally responsible for all consequences.

Signature of Teacher

Countersigned

Signature of Head

Thumb Impression of Teacher

DEO(SE) concerned

OFFICE OF THE DY:DISTRICT EDUCATION OFFICER(W-EE) TEHIL MULTAN CITY

Subject :- **RESULT CERTIFICATE.**

It is certified that Mst. _____ has been working in
Education Department as SESE/ ESE _____ in BS- _____ since _____ to up till
now. Presently she is working at Govt. Girls Primary /Elementary School _____
Markaz _____ Tehsil _____. Her annual result statement is as
under.

Sr.No.	Class.	Year.	Total No. of Students appeared.	Pass	Fail	Pass %

Headmistress

Assistance Education Officer
Markaz

Dy. Distress Education Officer (W-EE)
Multan City,

RAGULARIZATION OF EDUCATORS UNDER PUNJAB REGULARIZATION OF SERVICE ACT, 2018 AMMENDED IN 2019 (FEMALE) SEPARAYELY

Sr. No	Name & Designation BPS	Date of Appointment	Date of Joining	Enquiry Status	PER for the last 03- years	Qualification	Acadmic /Profesional qualification	Result for the last three years	Performance certificate	No punishment certificate	No demand and No audit para certificate	CNIC No	Personal No	District of Domicile

OFFICE OF THE DY: DISTRICT EDUCATION OFFICER (W-EE) TEHSIL MULTAN CITY

Subject :- PERFORMANCE CERTIFICATE.

It is certified that Mst. _____ has been working in Education Department as SESE / ESE _____ in BS. _____ since _____ to up till now.

Presently she is working at Govt. Girls Primary / Elementary School _____
Markaz _____ Tehsil _____

During her stay in this School, she has proved herself to be efficient teacher. Her work performance and conduct has been good.

NO AUDIT PARA CERTIFICATE

Certified that There is no advance / / Draft/ Para is lying pending against
Mr./Mst. _____ Multan for the Period
from _____ to _____

District Education Officer (SE/EE/M-W)
Multan

NO PUNISHMENT CERTIFICATE

Certified that _____ is working as _____ at
Govt _____ Tehsil Multan. It is further certified that she
has been never punished during her service.

SERVICE CERTIFICATE

It is certified that Mr. _____ S/O _____
Designation _____ Government Girls/Boys/High /Elementary/Primary
School _____ has been working in
Education Department , Govt. of the Punjab Lahore since _____. He bears a good moral
character and belongs to a noble family.

NO OBJECTION CERTIFICATE

This office/School has no objection in case _____
Designation _____ Govt./Girls/ High /Elementary/ Primary
School _____ goes to _____
for _____

NO ENQUIRY CERTIFICATE

Certified that Mr. _____ Government
Girls/Boys/High /Elementary/Primary School _____ Multan
was neither previously retired nor Re-instated in service. Moreover he was neither punished in the past
nor any enquiry /Disciplinary case stands pending against him.

NO DEMAND CERTIFICATE

Certified that Mr. _____ is working as a _____ is
Government /Girls/Boys/High/Elementary/Primary School _____
Multan. Since _____.

Nothing is due against him.



GOVERNMENT OF THE PUNJAB EDUCATION DEPARTMENT

For All Categories
Of contract
employee

PERFORMANCE EVALUATION REPORT

For the period _____ to _____

Part-I

Name: _____ (In block letters) Father's Name: _____

Date of Birth: _____ Domicile: _____

BS with present pay: _____ Post held during the period: _____

Academic qualification: _____ professional qualification: _____

Period served:

(a) in present post: _____ (b) under reporting officer: _____

Signature of the official reported upon: _____ date: _____

I. RESULTS

Class	Subject	Total enrollment of the class	No. of students appeared	Result %	BISE %

II. INTEGRITY

Honest <input type="checkbox"/>	Reported to be corrupt <input type="checkbox"/>	Believed to be corrupt <input type="checkbox"/>
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III. OVERALL GRADING

Comparing him with other employees of the same level and keeping in view the evaluation on account of personal qualities, attitudes, proficiency in job, integrity, efficiency, punctuality, etc, give your general evaluation of the employee by initiating the appropriate box below:

1. Very Good <input type="checkbox"/>	2. Good <input type="checkbox"/>	3. Average <input type="checkbox"/>
4. Below average <input type="checkbox"/>		5. Poor <input type="checkbox"/>

IV. USEFULNESS FOR RETENTION IN SERVICE

USEFUL	NOT USEFUL
<input type="checkbox"/>	<input type="checkbox"/>

Name of the Reporting Officer : _____ (in capital letters) Signature: _____

Designation: _____ Date: _____