



SINDH EDUCATION &  
LITERACY DEPARTMENT

No.SO(G-II)/SED(Circular)/2017  
GOVERNMENT OF SINDH  
EDUCATION & LITERACY DEPARTMENT  
Karachi, dated, 5<sup>th</sup> May, 2017



## CIRCULAR

The Competent Authority has directed that all cases pertaining to opening of the ID/release of salary of those who were shown as absconder/absent and whose ID's were blocked shall **invariably** accompany the following SIX (06) documents.

1. Genuineness / Bonafide certificate carrying the photograph and other particulars of the employee signed by the TEO, DEO & DSE.
2. GP Fund statement/proof of deduction of GP Fund in the first year of the appointment.
3. Initial bank account information (where earliest salary began to be deposited), with the proof of the transfer of the salary in the account.
4. FO-I form (the form which was used to receive the AG office ID and start the salary first time) verified by the District Accounts Officer.
5. Photo copies of the muster roll, from the month of January 2016 to date duly verified by the TEO, DEO and DSE.
6. Service Book duly verified by the TEO, DEO & DSE.

In addition, such cases shall also accompany **at least TWO** of the following documents (in case any of these documents cannot be submitted, the DEOs **shall have to justify their non-availability with cogent reasons**):

1. Copy of the minutes of the Departmental Recruitment Committee (DRC) showing the name of the employee. In the covering letter the names of the DRC members shall be mentioned.
2. Relevant pages from the Offer Book and the Order Book verified and authenticated by the DEO and DSE. In the covering letter the names of the officials that had originally signed / approved /issued/authenticated the offers and orders shall be mentioned.
3. A complete set of pay bills from the first year of appointment of such employees duly attested, verified and authenticated by the current TEO, DEO and DSE, respectively. In the covering letter the names of the officials that had originally signed /approved/forwarded those bills shall be mentioned.
4. Medical fitness certificate verified by the the issuing and authority /hospital.

  
(ABDUL HALEEM LAGHARI)  
SECTION OFFICER (G-II)

C.C. to:-

1. The Director Schools Education (Elem. Sec. & H. Sec./Primary) \_\_\_\_\_ all.
2. The District Education Officer (Elem. Sec. & H. Sec. /Primary) \_\_\_\_\_ all.
3. PS to Secretary, School Education Department, Govt: of Sindh.
4. PS to Special Secretary Education, School Education Department, Govt: of Sindh Education & Literacy Department.