














CHECK LIST FOR EX-PAKISTAN LEAVE

	Application Duly Recommended By The Head Or Next Higher Authority
	Attested copy of CNIC.
	Attested copy of Passport.
	Surety Bond on the worth of Rs: 100/- (Stamp Paper duly attested by the Notary Public).
	Affidavit on the worth of Rs: 50/- (Stamp Paper duly attested by the Oath Commissioner).
	Leave Entitlement Certificate on the prescribed Proforma (Leave application form) duly issued by the District Accounts Officer, concerned with No. & date.
	Two sureties and two witnesses must be given on the Surety Bond alongwith their attested photo copies of C.N.I.C.
	Proforma Additional information about leave.
	Security clearance Proforma (in case to proceed India).
	No Enquiry, No demand & No Audit Para Certificates duly issued by the Head of the Institution concerned /controlling authority and countersigned by the next higher authority i.e. District Education Officers / Executive District Officer (Education) concerned.
	Attested copy of Schedule.(In Case of Hajj / Umrah)
	Last salary slip.
	Attested copy of Challan Form No. 32-A wherein clearly indicate about refund of conveyance allowance.