

**DOCUMENTS REQUIRED FOR ISSUANCE OF DUPLICATE
ALLOCATION, INTIMATION, ALLOTMENT & TRANSFER LETTER**

1. Affidavit typed on Stamp paper worth Rs.50/- (duly attested by Oath Commissioner).
2. Copy of Computerized NIC (Duly attested by Army/ Civil Gazetted officer/ Regular Member).
3. Police Report Regarding Loss of Allocation, Intimation, Allotment & Transfer letter.
4. Advertisement in Two News Papers (DAWN and JANG or NEWS and NAWAI WAQT or NATION and KHABRAIN the advertisement should be in two columns).
5. Covering letter requesting for issuance of Duplicate Letter.
6. Submit paid challan (original) of Rs.16,000/- for issuance of Duplicate Letter.
7. Two recent photographs, duly attested.
8. Registration Form available for Rs.350/- at Accounts window.

Note: *To place advertisement, please contact Advertising section in PR Branch (UAN: 111-342-547 ext: 2824 Cell No: 0300-8025153)*