**CHECK LIST FOR RGULARIZATION (EDUCATORS 2017)**

|  |  |  |
| --- | --- | --- |
| **Sr.No** | **Documents** | **Page No.** |
| **1** | **This Check List** |  |
| **2** | **Id Card Copy** |  |
| **3** | **Application For Regularization** |  |
| **4** | **Synopsis Signed by AEO & DY.DEO** |  |
| **5** | **Bio Data Form Signed by AEO & DY.DEO** |  |
| **6** | **Performance Evaluation Reports (PERs) All Periods Individually (2018-2020)** |  |
| **7** | **1st Appointment Order Copy** |  |
| **8** | **Verification of 1st Appointment Order** |  |
| **9** | **1st Present Report Copy** |  |
| **10** | **Medical Report Copy** |  |
| **11** | **Qualification Degree Copy (Matric, Bachelor, Master, M.Phil., B.Ed)** |  |
| **12** | **Verification of Qualification Degrees Copy (Matric, Bachelor, Master, M.Phil., B.Ed)** |  |
| **13** | **Domicile** |  |
| **14** | **Service Book Original & Copy (Complete till now)** |  |
| **15** | **Salary Slip Copy Latest** |  |
| **16** | **All (06) Certificates Copies signed by AEO & Dy.DEO i.e., No Demand ,No enquiry, Service Certificate, No Audit Para, No Punishment, No Objection Certificates** |  |
| **17** | **If Transfer then All Transfer Orders & All Joining Reports** |  |
| **18** | **All Documents attested by Concerned AEO** |  |
| **19** | **(03) Sets of All Documents** |  |

**OFFICE OF THE DISTRICT EDUCATION OFFICER (M-EE) LAYYAH**

**SUBJECT:** **APPLICATION FOR REGULARIZATION/ PERMANENT**

To,

**The Chief Executive Officer,**

**District Education Authority,**

**Layyah.**

(Through proper channel)

**Respected Sir,**

It is requested that I **Muhammad Khalid S/O** **Jan Muhammad** appointed as **ESE (Arts)** (**GES 498 TDA Tehsil Choubara, District Layyah)** and has been serving in **School Education Department** since **01-03-2018** in District Layyah. According to rules and policy, I may please to regularized/ permanent me as per policy.

I shall be very thankful to you.

**Yours Sincerely,**

**Muhammad Khalid**

ESE (Arts)

GES 498 TDA Tehsil Choubara,

District Layyah

**SYNOPSIS OF THE CHARACTER ROLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year/ Period** | **Post Held** | **Integrity** | **General Remarks** | **Fitness for Permanent** |
| 01-03-2018  To  31-12-2018 | ESE  (Arts) |  |  |  |
| 01-01-2019  To  31-12-2019 | ESE  (Arts) |  |  |  |
| 01-01-2020  To  31-12-2020 | ESE  (Arts) |  |  |  |

**CERTIFICATE:**

1. Certified that synopsis have been prepared according to original character role provided by the teacher concerned. (Reporting Officer)
2. Certified that there is no departmental/ judicial/ anti-corruption inquiry pending against the teacher concerned.
3. Certified that the teacher was not awarded any punishment which may effect in future promotion and no case is pending in any court/tribunal against his.
4. Certified that there are no adverse remarks against the teacher concerned in his entire service.

**Signature & stamp of A.E.O**

**Signature & stamp of DDEO (M-EE)**

**Bio Data Form For Regularization**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 1** | **General Information** | | | | | **Picture** |
| **Sr.No** | **Information** | | | | |
| 1.1 | Name of Employee | | | Muhammad Khalid | |
| 1.2 | Father’s Name | | | Jan Muhammad | |
| 1.3 | Date Of Birth | | | 12-01-1993 | |
| 1.4 | Domicile District | | | Layyah | |
| 1.5 | CNIC No. | | | 32201-4480006-1 | |
| 1.6 | Cell No. | | | 0342-7282509 | | |
| 1.7 | Marital Status | | | Married | | |
| 1.8 | Name of Spouse | | | Shumaila bibi | | |
| 1.9 | Spouse CNIC No. | | | 32203-8120916-8 | | |
| 1.10 | Dual Nationality (Yes/No) | | | No | | |
| 1.11 | 1st Appointment order No. and Date | | | 733, 28-02-2018 | | |
| 1.12 | Date Of Joining | | | 01.03.2018 | | |
| 1.13 | Initial Designation | | | ESE (ARTS) | | |
| 1.14 | Present Designation | | | ESE (ARTS) | | |
| 1.15 | Present School | | | GES 498 TDA Tehsil Choubara, District Layyah | | |
| 1.16 | Present Pay Scale | | | 14 | | |
| 1.17 | Permanent Address | | | Chak No 498 TDA,Tehsil Choubara , District Layyah | | |
| 1.18 | Temporary Address | | | Chak No 498 TDA,Tehsil choubara , District Layyah | | |
| **Table-2** | | **Detail of Examination** | | | | |
| **Sr. No** | **Qualification** | | **Passing Year** | **Marks/CGPA** | **Board/ University** | |
| 2.1 | Matric/SSC | | 2008 | 513/850 | B.I.S.E D.G KHAN | |
| 2.2 | Intermediate | | 2011 | 647/1000 | B.I.S.E A.I.O.U | |
| 2.3 | BA/BSc | | 2013 | 508/800 | BZU MULTAN | |
| 2.4 | BSc (Hons ) | |  |  |  | |
| 2.5 | MA/MSc | | 2015 | 3.41/4.00 | BZU MULTAN | |
| 2.6 | M.Phil. | |  |  |  | |
| 2.7 | Ph.D. | |  |  |  | |
| 2.8 | B.Ed | | 2020 | 1254/1800 | Allama Iqbal Open University | |
| 2.9 | M.Ed | |  |  |  | |
| 2.10 | Other | |  |  |  | |

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

**Teacher Signature**

**AEO Signature & Stamp**

**Dy.DEO Signature & Stamp**

|  |
| --- |
| For All Categories  Of Contract  Employees |

** GOVERNAMRNT OF THE PUNJAB**

**SCHOOL EDUCATION DEPARTMENT**

**PERFORMANCE EVALUATION REPORT**

Part Ӏ. For the period **01-03-2018** to **31-12-2018**

Name:  **MUHAMMAD KHALID** Father’s Name:  **JAN MUHAMMAD**

(In Block Letters)

Date of Birth: **12-01-1993** Domicile: **LAYYAH**

BPS with present pay: **BPS-14**  Post held during the post: **ESE (ARTS)**

Academic qualification: Professional qualification:

Period served:

(a) In present post: **0 Year 10 Month 00 days** (b) under reporting officer: **0 Year 10 Month 00 days**

Signature of the official reported upon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: **31-12-2018**

**Ӏ. RESULTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | Subject | Total enrollment of the class | No. of students appeared | Result% | BISE % |
| Five | Urdu | 53 | 53 | 100% | PEC |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ӀӀ. INTEGRITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reported Believed**  **Honest to be corrupt to be Corrupt**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |

**ӀӀӀ. OVER ALL GRADING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Comparing him with other employees of the same level and keeping in view the evaluation on account of personal qualities, attitude proficiency in job, integrity, efficiency, punctuality, etc. Give your general evaluation of the employee by initiating the appropriate box below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2.Good** |  | **3.Average** |  |   **1.Very Good**   |  |  |  | | --- | --- | --- | |  | **5.Poor** |  |   **4.Below Average** |

**ӀV.USEFULLNESS FOR RETENTION IN SERVICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **USEFULL** | **NOT USEFULL** | |  |  |   Name of Reporting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| For All Categories  Of Contract  Employees |

** GOVERNAMRNT OF THE PUNJAB**

**SCHOOL EDUCATION DEPARTMENT**

**PERFORMANCE EVALUATION REPORT**

Part Ӏ. For the period **01-01-2019** to **31-12-2019**

Name:  **MUHAMMAD KHALID** Father’s Name:  **JAN MUHAMMAD**

(In Block Letters)

Date of Birth: **12-01-1993** Domicile: **LAYYAH**

BS with present pay: **BPS-14**  Post held during the post: **ESE (ARTS)**

Academic qualification: Professional qualification:

Period served:

(a) In present post: **1 Year 10 Month 00 days** (b) under reporting officer: **1 Year 10 Month 00 days**

Signature of the official reported upon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: **31-12-2019**

**Ӏ. RESULTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | Subject | Total enrollment of the class | No. of students appeared | Result% | BISE % |
| Five | Math | 53 | 53 | 100% | PEC |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ӀӀ. INTEGRITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reported Believed**  **Honest to be corrupt to be Corrupt**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |

**ӀӀӀ. OVER ALL GRADING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Comparing him with other employees of the same level and keeping in view the evaluation on account of personal qualities, attitude proficiency in job, integrity, efficiency, punctuality, etc. Give your general evaluation of the employee by initiating the appropriate box below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2.Good** |  | **3.Average** |  |   **1.Very Good**   |  |  |  | | --- | --- | --- | |  | **5.Poor** |  |   **4.Below Average** |

**ӀV.USEFULLNESS FOR RETENTION IN SERVICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **USEFULL** | **NOT USEFULL** | |  |  |   Name of Reporting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| For All Categories  Of Contract  Employees |

** GOVERNAMRNT OF THE PUNJAB**

**SCHOOL EDUCATION DEPARTMENT**

**PERFORMANCE EVALUATION REPORT**

Part Ӏ. For the period **01-01-2020** to **31-12-2020**

Name:  **MUHAMMAD KHALID** Father’s Name:  **JAN MUHAMMAD**

(In Block Letters)

Date of Birth: **12-01-1993** Domicile: **LAYYAH**

BS with present pay: **BPS-14**  Post held during the post: **ESE (ARTS)**

Academic qualification: Professional qualification:

Period served:

(a) In present post: **2 Year 10 Month 00 days** (b) under reporting officer: **2 Year 10 Month 00 days**

Signature of the official reported upon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: **31-12-2020**

**Ӏ. RESULTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | Subject | Total enrollment of the class | No. of students appeared | Result% | BISE % |
| Four | Math | 54 | 54 | 100% |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ӀӀ. INTEGRITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reported Believed**  **Honest to be corrupt to be Corrupt**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |

**ӀӀӀ. OVER ALL GRADING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Comparing him with other employees of the same level and keeping in view the evaluation on account of personal qualities, attitude proficiency in job, integrity, efficiency, punctuality, etc. Give your general evaluation of the employee by initiating the appropriate box below:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2.Good** |  | **3.Average** |  |   **1.Very Good**   |  |  |  | | --- | --- | --- | |  | **5.Poor** |  |   **4.Below Average** |

**ӀV.USEFULLNESS FOR RETENTION IN SERVICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **USEFULL** | **NOT USEFULL** | |  |  |   Name of Reporting Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO DEMAND CERTIFICATE**

It is certified that no government dues are pending against **Mr. Muhammad Khalid S/O** **Jan Muhammad ESE (ARTS)**  **GES 498 TDA Tehsil Choubara, District Layyah** during entire period of his service.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO INQUIRY CERTIFICATE**

It is certified that no departmental/ judicial/ anti-corruption inquiry is pending against **Mr. Muhammad Khalid S/O** **Jan Muhammad ESE (ARTS)**  **GES 498 TDA Tehsil Choubara, District Layyah** during entire period of his service.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICE CERTIFICATE**

It is certified that **Mr. Muhammad Khalid S/O** **Jan Muhammad ESE (ARTS)**  **GES 498 TDA Tehsil Choubara, District Layyah** has been working in this school since **01.03.2018** to till now.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO ADUIT PARAS CERTIFICATE**

Certify that no audit Paras is against **Mr. Muhammad Khalid S/O** **Jan Muhammad ESE (ARTS)**  **GES 498 TDA Tehsil Choubara, District Layyah** according to this office record.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO PUNISHMENT CERTIFICATE**

Certified that **Mr. Muhammad Khalid S/O** **Jan Muhammad ESE (ARTS)**  **GES 498 TDA Tehsil Choubara, District Layyah**, has not being awarded any kind of punishment during his entire service.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**

Memo No.\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NO OBJECTION CRTIFICATE**

This is to certify that **Mr. Muhammad Khalid**  have been providing services to this institution since **01.03.2018** to till now as an **ESE (ARTS)** at **GES 498 TDA Tehsil Choubara, District Layyah** .During her working tenure within our institution he has been sincere, punctual and hardworking. We have no doubt on her teaching skills. This No Objection Certificate is issued as per request of the employee, in order to show our complete no objection on him to continue his job with institution as him contract period is over.

**Assistant Education Officer Markaz Sher Garh**

**Tehsil Choubara**

**Dy.DEO (M-EE) Tehsil Choubara**