

**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. Photocopy of CNIC (Duly attested by Army / Civil Gazetted officer / Regular Member).
3. Police Report Regarding Loss of Allocation, Intimation, Allotment and Transfer letter.
4. Advertisement regarding loss of document(s) in Two Nationwide Newspapers (Urdu & English) as per specimen; Ad. Size (5 x 2) (Complete Newspapers to be attached).
5. Covering letter requesting for issuance of Duplicate Letter.
6. Original paid challan of Rs.16,000/- for issuance of Duplicate Letter.
7. Two recent passport size photographs with blue background (duly attested).
8. Registration Form available for Rs.1,000/- at Finance Counter.
9. Photocopies of Pension Book, Discharge certificate and Form 'B', in case of Retired JCO, NCO & NOKs of Shaheed / Deceased (Duly attested by soldier board).

Note:

To place advertisement, please contact Advertising section in PR Branch (UAN: 111-342-547 Ext. 2806 and 2825)