

AFFIDAVIT (On Stamp Paper to be attested from Oath Commissioner)

I Mr./Mst/. _____ S/o, D/o, W/o _____ working as
_____ in Department / Office _____,

certified that I have never availed Computerized Service Card from Finance or Establishment & Administration Department till date.

Stamp & Signature of Oath Commissioner / DDO

Name & Signature of Applicant

REQUIREMENT FOR COMPUTERIZED SERVICE CARD

1. Covering letter in the name of Deputy Director (IT) Establishment & Administration Department from head of Department / Office.
2. Service Card Form duly filled and attested by DDO or Head of Department / Office.
3. Copy of CNIC
4. Copy of latest payroll received through G-Mail.
5. Copy of Promotion / Transfer Order.
6. One of the following:-
 - a) Return Previous Computerized Card (**in original**) OR
 - b) FIR Copy in case of lost of Service Card OR
 - c) Affidavit on stamp paper that no computerized service card has been received so far.
7. Two Fresh passport size Pictures duly attested from head of the Department/ DDO (one front side and one back side)