

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

1. Covering letter requesting for issuance of Duplicate Letter.
2. Affidavit typed on Stamp paper worth Rs.50/- (duly attested by Oath Commissioner).
3. Copy of CNIC (Duly attested by Army/ Civil Gazetted Officer)
4. Original Police Report Regarding Loss of Allocation/ Intimation/ Allotment/ Transfer letter.
5. 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**).
6. Original paid challan of Rs.16,000/- for issuance of Duplicate Letter.
7. Two recent passport size photographs with blue background.
8. Application Form for Registration (*Available at Finance Desk for Rs.350/-*)
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 ext:2825)*