

**CIRCULAR**



27  
**GOVERNMENT OF  
KHYBER PAKHTUNKHWA  
ADMINISTRATION DEPARTMENT**

No. EO(Admn) 34-M/2014  
Dated Peshawar the 16.05.2014

To

All Administrative Secretaries to  
Govt. of Khyber Pakhtunkhwa  
Peshawar

Subject:

**PROCEDURE FOR GETTING NOC ON RETIREMENT.**

Dear Sir

I am directed to refer to the subject noted above and to say that most of govt. servants are approaching directly this office for obtaining NOC which is against the rules of business.

2. It is therefore, requested to kindly direct your subordinate offices working under your Administrative Control to forward the application through their Administrative Department alongwith following documents:-

- a. Copy of CNIC
- b. Copy of Last Pay Slip
- c. Notification / order of retirement.
- d. Two Copies of NOC form duly filled.
- e. Copy of paid utilities bills (only for those employees who have govt. accommodation)
- f. Copy of paid Challan of House rent deduction during the grace period(only for those employees who have govt. accommodation)

3. In future application forwarded directly to the Estate Office and without the above mentioned documents shall not be entertained.

Yours Faithfully

  
**ESTATE OFFICER**

**Endst. Even No and Date**

Copy forwarded to:-

1. PS to Secretary Administration Department.
2. PA to Deputy Secretary (Admn) Administration Department.
3. Master file.

  
**ESTATE OFFICER**