

## Check List

- Submit your documents through HOD for Counter signature of the Vice Chancellor in diary section (Room No.1) KEMU, for the issuance of your pay slip.
  
- The Following documents are required for newly appointed Doctors/ Officer of KEMU, after receiving their offer of the appointment letters.

### Clinical Department:-

Sr. No	Detail of Documents	Remarks
1.	Offer of the appointment	
2.	Office Order from Vice Chancellor	
3.	Take Over charge report	
4.	Certificate of Government Accommodation	
5.	Certificate of Specimen Signatures	
6.	Affidavit of transfer for the Place of posting. stamp paper duly attested by notary public.	
7.	Certificate of Anesthesia Allowance (if applicable)	
8.	Medical Certificate (original)	
9.	Checked and verified	

# CERTIFICATE

1. Certified that I have not been provided with any Government accommodation for residential purpose.
2. Certified that I have not been residing within premises of the University with my family
3. Certified that I am not living with my relative, etc, in a house provided to him by the Government with necessary permission of the Estate Officer to the sharing of Government Accommodation.

Signature \_\_\_\_\_

Head of the Department

Name:  
Designation:  
King Edward Medical University,  
Lahore.

COUNTERSIGNED

**Vice Chancellor,**  
King Edward Medical University,  
Lahore

*Handwritten signature*

## SPECIMEN SIGNATURE

This is to certify that I Dr. \_\_\_\_\_  
appointed as \_\_\_\_\_ at King Edward  
Medical University, Lahore, the specimen signatures are given below:-

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature \_\_\_\_\_

Head of the Department

Dr. \_\_\_\_\_  
King Edward Medical University,  
Lahore

COUNTERSIGNED

Vice Chancellor,  
King Edward Medical University,  
Lahore

*Handwritten marks/signatures at the bottom left corner.*

# CERTIFICATE

Certified that Dr. \_\_\_\_\_ is working as  
\_\_\_\_\_ in the  
Department of \_\_\_\_\_, King Edward Medical University,  
Lahore. It is further certified that he/she is hereby allowed to draw the "Anaesthesia  
Allowance" with effect from \_\_\_\_\_ as directed vide Government  
of the Punjab, Health Department's letter No. S0(ND)2-26/2004(P-11), dated  
17.01.2007

**Head of the Department**

Signature \_\_\_\_\_

Dr. \_\_\_\_\_  
King Edward Medical University,  
Lahore

Countersignature

**Vice Chancellor,**  
King Edward Medical University,  
Lahore

2/1/07

## AFFIDAVIT

I have been appointed as \_\_\_\_\_ vide order  
No. \_\_\_\_\_ dated \_\_\_\_\_ CNIC No. \_\_\_\_\_  
R/O \_\_\_\_\_ has  
been appointed as \_\_\_\_\_ in the Department of  
\_\_\_\_\_, King Edward Medical University, Lahore and ,

I, solemnly affirm that during my appointment in this University,  
will neither request for transfer from the place of my posting, and nor  
will ask for transfer from this University to any other institution

Signature

Dr. \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

King Edward Medical University, Lahore.

On =100/ Rupees stamp paper duly attested by Notary public.

*Handwritten signature/initials*