

Dated : _____ - _____ - 20_____.

To,

**THROUGH PROPER
CHANNEL**

The Director School Education,
ES&HS /Primary, Karachi Region,
KARACHI.

SUBJECT : **APPLICATION FOR GRANT OF “QUALIFICATION BASED TEACHING ALLOWANCE” WORTH RS. _____/= PER MONTH BY VIRTUE OF POSSESSING THE QUALIFICATION OF _____**

Respected Sir,

With due respect I beg to state as under :-

(1). That I have been rendering services to the Government in Education Department (Sindh) since _____. At present I am working as _____ (BPS - _____) in _____, Karachi.

(2). That at present I possess the qualification of _____. I have not been granted Advance Increments by virtue of possessing the qualification of _____ with _____. In accordance with the Notification issued by the Finance Department, Government of Sindh bearing NO: FD(SR-III)5/30-2006, Dated the 7th June, 2010 I am entitled to be granted “Teaching Allowance” worth Rs. _____ per month with effect from _____ by virtue of possessing the qualification of _____ with _____.

I, therefore, request you kindly to grant me “Teaching Allowance” worth Rs _____ (Rupees _____ only) per month with effect from _____ by virtue of possessing the qualification of _____ with _____ in the light of the Notification number and date referred to above at your earliest convenience.

I shall be extremely grateful to you for this act of kind-ness.

Yours obediently,

(_____),
