



GILGIT-BALTISTAN SERVICE TRIBUNAL, GILGIT

CHECK LIST

Appellant/petitioner _____

Versus

Respondents _____

S. NO	CONTENT	YES	NO	REMARKS
1	The appeal/application presented by the Counsel/appellant in person? Memo of appeal is complete and accurate?			
2	Whether the Counsel and appellant duly signed the appeal/application?			
3	Is there a Certificate regarding an earlier appeal before this Tribunal or any other court?			
4	Is the departmental appeal within time? If "No," is the application for condonation of delay available with this appeal?			
5	Are the addresses of the parties, including all private respondents complete?			
6	Are departmental proceeding documents attached?			
7	Has the departmental appeal/representation been filed?			
8	Are the appeal/annexure properly paged?			
9	Are the annexures visible? If not, are better copies of the same attached?			
10	Are the requisite number of copies of the appeal attached? If not, how many more copies are required?			
11	whether the supporting documents have been attested by the relevant or concerned authority.			
12	Besides the respondents, three additional copies are available for the Hon'ble Chairman and Members of GBST. Have these files been flagged, filed on the board, and included in the official file of GBST?			
13	Is the power of attorney of the parties attached and duly signed by the parties?			
14	Is the impugned order annexed?			
15	Are the documents of the appeal in proper order, such as the index, memo of appeal, impugned order, departmental appeal, order challenged in the departmental appeal, and then other supporting documents?			
16	Is a copy of the CNIC of the appellant attached?			
17	For the purpose of service, is the name, address, cell number, and email provided?			
18	Whether the process fee deposited.			
19	Is the Wakalatnama duly signed by counsel and appellant/applicant?			
20	Is the date of submission of the Departmental appeal visible? If sent by post with acknowledgment due (AD), is the dispatch date from the post office visible?			

It is certified that the formalities/documentation as required in column 1 to 20 above, have been fulfilled.

Checked by _____ Date _____ Signature _____

Returned to _____ Date _____ Signature _____

AFTER REMOVING THE OBJECTIONS

Submitted by _____ Date _____ Signature _____

Received by _____ Date _____ Signature _____