

Dated: 15th April, 2023

The Executive Director
National Institute of Child Health
Karachi

Through Proper Channel

Subject: REQUEST FOR PROMOTION TO THE POST OF LOWER DIVISION CLERK.

Respected Sir,

With reference to office circular No. ADMN/2023/-1558-NICH dated 12th April, 2023. Most respect fully, I would like to inform that I have been appointed as a Nursing Attendant in NICH on 13-10-1996 and I have been working as Nursing Attendant in different wards. In 2006 I have been posted and assigned to work with professor of Pediatric Medicine (Prof. Abdul Ghaffar Nagi) office (CME Deptt.) for office work and as well as in IT department for data entry, Pathology department for typing work.

Sir, I have done my graduation from University of Karachi in the year 2007. I have also done my computer course MS office all certificates/documents copy enclosed.

In the year 2011, I have been posted to work in Equipment Procurement Section and still working therefore office work i.e as clerk for maintaining all budget and purchase tender with quotation including audit reports, typing, filling, and other office routine work, as well as all tender work. During this period, No adverse entry in my record and all my superiors are satisfied with my work. I am also obeying the order of my superior and always work their guide lines.

In the light of above mentioned facts, I would like to inform you that prior to this vacant situation twice. I have been neglected, and the Junior person have been promoted for the post of L.D.C however I may please be promoted /adjusted for the current L.D.C on humanitarian ground otherwise I may kindly be to allowed to proceed may case to the court of law for justice.

Yours obediently



Bahadur Khan
Nursing Attendant
Bio-Medical Deptt.

Copy for information to.

1. The Secretary Health, Government of Sindh Karachi.
2. The Special Secretary Health, Government of Sindh Karachi.
3. The Provisional Ombudsman
- ✓ 4. The Chairman Transparency International
5. The Deputy Executive Director, NICH, Karachi.