|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Arrival** | **\_\_\_\_\_ / \_\_\_\_\_\_ / 20\_\_\_\_\_\_\_** | | |
| **Unit/Ward/Dept. Name** |  | | |
| **MR (ID) No.** |  | **Status of Job** | Junior  Senior |
| **PMDC Registration No.** |  | **Current Rotation** | 2nd  1st |
| **House Officer Name** |  | | |
| **Father Name** |  | | |
| **College of Graduation** |  | | |
| **CNIC:** |  | | |
| **Contact #:** |  | | |
| **Office Order** | Ref. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_ S.No.\_\_\_\_\_\_\_\_ | | |
| **House Job completion**  *(Current Ward)* | **\_\_\_\_\_ / \_\_\_\_\_\_ / 20\_\_\_\_\_\_\_** | | |

**House Officer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **INSTRUCTIONS** |
| 1. Arrival report must reach to HR Dept. within 07 days from concern HO for record & certificate purpose. |
| 1. Copy of office order must be attached. |

|  |  |
| --- | --- |
| **TO BE FILLED BY INCHARGE OF THE UNIT** | |
| **Name** |  |
| **Designation** |  |
| **Signature & Stamp** |  |
| **Dated** | **\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_\_** |
| **TO BE FILLED BY HR DEPARTMENT** | |
| **Manager HR**  **Signature & Stamp** |  |
| **Dated** |  |
| **Remarks** |  |