|  |  |
| --- | --- |
| **Designation** |  |
| **Date of appointment** |  | **Date of Completion** |  |
| **Name** |  | **Employee Type** |  |
| **Father Name** |  | **Category** |  |
| **Gender** |  | **Place of Duty** |  |
| **Date of Birth** |  | **Religion** |  |
| **CNIC** |  | **Domicile** |  |
| **Contact #** |  | **Higher Qualification** |  |
| **Hostel Accommodation** |  | **Blood Group** |  |
| **Marital Status** |  | **Spouse Name** |  |
| **Address** |  |
|  |
| **REQUIREMENTS** |
| 1. Passport size picture (Hard).
2. Office Order and Arrival Report
3. CNIC copy.
4. Bank deposit slip of Rs. 300 (BoK).
5. Card will be issued within 7 Days.

**Note:**In Case HR-card is misplaced, the applicant will have to provide Cash deposited receipt for Duplicate Card. |
| **Applicant Signature:** |  |
| **Head of Department** **(*Sign & Stamp*)** |  |
| **Senior HR Officer HR-HMIS:** |  |
| **Superintendent HR** |  |
| **Form Receiving Date** |  |