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| --- | --- | --- | --- | --- |
| **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** | |  | | |