



**GOVERNMENT OF KHYBER PAKHTUNKHWA
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT**

SERVICE CARD FORM

Secretariat Employee: Attached Employee District Employee

Department: _____ Personal No: _____

Fresh Passport size photograph with sky blue back ground

Personal Information

1. CNIC No:
2. Name: _____
3. Father's/Husband's Name: _____
4. Date of Birth :
5. Gender / Sex: Male Female
6. Marital Status: Married Single
7. Blood Group: _____
8. Religion: _____
9. Mark of identification: _____

10. Province: _____
11. District of Domicile: _____
12. Phone Office/Mobile _____
13. Emergency Contact _____

14. Present Address: _____
15. Permanent Address: _____

First Govt Appointment: Day - Month - Year

16. Appointment Date:
17. Designation: _____
18. BPS: _____

Present Posting: Day - Month - Year

19. Joining Date
20. Designation _____
21. BPS _____
22. Service Group _____
e.g PAS,PMS, For BPS 17 & Above

1. Initial Appointment
2. Promotion
3. Deputation
4. Acting Charge

Qualification (start with the highest qualification):

S.No	Institute Name & Address	Degree/ Certificate	Year of Passing	Subject

To be verified by Reporting Officer:

Designation: _____

Signature/Date/Stamp: _____

Verified by Estate Officer:

Signature/Date/Stamp: _____

*NOTE: Attach CNIC copy, Last Month Payroll, One Photograph.
Employee that transfer from Out side Department on Secretariat post should Tick attached or District box
Copy of FIR in case of lost Service card