



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

SERVICE CARD FORM

Secretariat Employee: Directorate Employee DDO Code _____

Department: _____ Personal No: _____

Two recent
Passport size
photograph,
with blue
background,
back attested.

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, IT, 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 G-mail Payroll, Affidavit / old card / F.I.R . All documents must be attested.
Other than Secretariat employees worked at Secretariat Tick attached or District box

AFFIDAVIT (On Stamp Paper to be attested from Oath Commissioner)

I Mr./Mst/. _____ S/o, D/o, W/o _____ working as
_____ in Department / Office _____,

certified that I have never availed Computerized Service Card from Finance or Establishment &
Administration Department till date.

Stamp & Signature of Oath Commissioner / DDO

Name & Signature of Applicant