



GOVERNMENT OF KHYBER PAKHTUNKHWA  
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT

SERVICE CARD FORM

Secretariat Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attached Emp: <input type="checkbox"/>	Directorate Emp: <input type="checkbox"/>	Two recent Passport size photograph, with blue background, back attested. Paste with Gum.
Current Department: _____ Parent Department: _____			
Personal No: _____ DDO Code: _____			

Personal Information

1. CNIC No:	<input type="text"/>										
2. Name:	_____										
3. Father's/Husband's Name:	_____										
4. Date of Birth:	<table><tr><td>D</td><td>D</td><td>-</td><td>M</td><td>M</td><td>-</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	-	M	M	-	Y	Y	Y	Y
D	D	-	M	M	-	Y	Y	Y	Y		
5. Gender / Sex:	<table><tr><td>Male</td><td>Female</td></tr></table>	Male	Female								
Male	Female										
6. Marital Status:	<table><tr><td>Married</td><td>Single</td></tr></table>	Married	Single								
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: <input type="text"/>	17. Designation: _____
18. BPS: _____	

**Present Posting:** Day - Month - Year

19. Joining Date <input type="text"/>	20. Designation _____
21. BPS _____	22. Service Group _____

e.g PAS, PMS, IT, For BPS 17 & Above

**Qualification (start with the highest qualification):**

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

**To be verified by Reporting Officer:**

Designation: \_\_\_\_\_

Signature/Date/Stamp: \_\_\_\_\_

**Verified by Estate Officer:**

Signature/Date/Stamp: \_\_\_\_\_

**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 Establishment & Administration Department till date.

**Stamp & Signature of Oath Commissioner / DDO**

**Name & Signature of Applicant**

**INSTRUCTIONS FOR COMPUTERIZED SERVICE CARD**

1. Covering letter in the name of Estate Officer, Administration Department from head of Department / Office.
2. Service Card Form duly filled and attested by DDO or Head of Department / Office.
3. Copy of CNIC
4. Copy of latest payroll received through G-Mail.
5. Copy of Promotion / Transfer Order.
6. One of the following:-
  - a) Return Previous Computerized Card (in original) OR
  - b) FIR Copy in case of lost of Service Card OR
  - c) Affidavit on stamp paper that no computerized service card has been received so far.
7. Two Fresh passport size Pictures (with blue background) duly attested from head of the Department/ DDO.
8. First Appointment Letter.