



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

**SERVICE CARD FORM**

Secretariat Employee: <input type="checkbox"/>	Directorate Employee <input type="checkbox"/>	District Employee <input type="checkbox"/>		
Department: _____		Personal No: _____		
<b>Personal Information</b>				
1. CNIC No:	<input style="width:100%;" type="text"/>			
2. Name:	_____			
3. Father's/Husband's Name:	_____			
4. Date of Birth:	<input style="width:100%;" type="text"/>			
5. Gender / Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female			
6. Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> 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:	_____			
<b>First Govt Appointment:</b> Day - Month - Year				
16. Appointment Date:	<input style="width:100%;" type="text"/>			
17. Designation:	_____			
18. BPS:	_____			
<b>Present Posting:</b> Day - Month - Year				
19. Joining Date	<input style="width:100%;" type="text"/>			
20. Designation	_____			
21. BPS	_____			
22. Service Group	_____			
<input type="checkbox"/> 1. Initial Appointment <input type="checkbox"/> 2. Promotion <input type="checkbox"/> 3. Deputation <input type="checkbox"/> 4. Acting Charge				
<b>Qualification (start with the highest qualification):</b>				
S.No	Institute Name & Address	Degree/ Certificate	Year of Passing	Subject
<i>To be verified by Administrative Department/ SO (Admn)/ SO (General)</i>  Designation: _____  Signature/Date/Stamp: _____		<b>Verified by concerned Estab/ Admn Section of Parent Department.</b>  Signature/Date/Stamp: _____		

Paste one recent  
Passport size  
Photograph  
for Service  
Card

(Please see back page for Instructions and stamp paper format)

**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.

**Name & Signature of Applicant**

**REQUIREMENT FOR COMPUTERIZED SERVICE CARD**

1. Covering letter in the name of Assistant Director (HR) Establishment & 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 last 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 duly attested from head of the Department/ DDO (one front side and one back side).