

# HRMIS Form

**Note:** Please read the guidelines given under different sections. Tick appropriate option where options are given.

## Part 1: Personal Information

Personnel Number 

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*SAP Personal Number [contained on Payslip]*

Employee Name 

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*Name of Employee [same spelling as in official record]*

First Name 

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Middle Name 

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Last Name 

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Father's Name  
First Name 

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Middle Name 

--

Last Name 

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Gender 

1	M
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2	F
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CNIC 

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Domicile Province/Region 

1	Punjab
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2	Sindh
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3	KP
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4	Balochistan
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5	FATA
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6	G-B
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7	AJK
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Domicile District 

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*Please write complete name of the domicile district (with correct spelling)*

Date of Birth 

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*Date in DD.MM.YYYY format is required. Mentioning only month or year will be incorrect entry*

Date of entry into service 

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Contact No. [Office] 



 Fax

Contact No. [Residence] 



 Cell No.

Email

Correspondence Address

Address

City

Permanent Address

Address

City

**Part 2: Education**

**Part 2a: Graduation**

**Graduation**

Education Level 

1 BA Arts	2 BSc	3 BCom	4 MBBS	5 BE
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Passing year 



 University

Marks (%age) 



 CGPA

District

Province 

1 Punjab	2 Sindh	3 KP	4 Baloch	5 FATA
6 G-B		7 AJK		

Country

**Part 2b: Master Education** *Note: Please use separate sheet for each degree*

Education Level 

1 MA	2 MSC	3 MCS	4 LLB
5 Mcom	6 Mcom	7 MBA	8 MS/MPhil
9 PhD	10 Other, please specify		

Field 

1 Accounting	2 Finance	3 Economics	4 Computer
5 Law	6 Management	7 Other (please specify)	

Start Date 

		-			-				

End Date 

		-			-				

Date in DD.MM.YYYY format is required. Only month or year is incorrect entry. This format will apply to all subsequent sections where date is required

National / Foreign 

1 National/Local
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2 Foreign
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School /Collge / University			
City / Location			
Country			
Degree Status	❶ Completed		❷ In process
Div / Grade / GPA / CGPA			
Major Specialization			
Minor Specialization			
Bond Details (If Any)	❶	Serve in department for 5Y	❷
			Serve in department for 3Y
	❸ If don't pass the exam, then fee will be refunded		
	❹ Any other, please specify		
Source of Funding	❶	PIFRA	❷
			GOP
	❸	ADB	❹
			World Bank
	❺	USAID	❻
			JICA
	❼	EU	❽
			Fullbright
	❾	Self financed	❿
	Any other please specify		
Course fees (write amount and currency)			CURR

### Part 3: Trainings / Workshops

*Note: Please use separate sheet for each of training attended*

Course Title			
Field	❶	Accounting	❷
			Finance
	❸	SAP-FI	❹
			ABAP
	❺	Computer based Audit	❻
	Other (please specify)		
Start Date		-	
End Date		-	
National / Foreign	❶	National/Local	❷
			Foreign
Training Type	❶	Long	❷
			Short
	❸	MCMC	❹
			SMC
	❺	NDU	❻
			Staff College
	❼	Int'l Exposure	
	❽ Any other (please specify)		
	<i>Note: Long means &gt; 3 months; Short means &lt; 3 months</i>		
	<i>[International Exposure means visit to any organization, meeting, etc.]</i>		
Institute / Organizer			

Location

Country

Source of Funding

1	PIFRA	2	GOP	3	ADB	4	World Bank
5	USAID	6	JICA	7	EU	8	Fullbright
9				Self financed			
10				Any other please specify			

Course fees (write amount and currency)		CURR	
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**Part 4: Seminars / Conferences / Symposiums**

*Note: Please use separate sheet for each conference / seminar / symposium attended*

Event Title

Field

1	Accounting	2	Finance	3	Economics	4	Computer
5	HR	6 Other (please specify)					

Start Date  -

End Date  -

National / Foreign

1	National/Local	2	Foreign
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Organizer

Location

Country

Source of Funding

1	PIFRA	2	GOP	3	ADB	4	World Bank
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5	USAID	6	JICA	7	EU	8	Fullbright
9	Self financed	10	Other (please specify)				

Course fees (write amount and currency)		CURR	
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**Part 5: Certifications**

*Note: Please use separate sheet for each type of certifications / online examinations attempted*

Certification Title												
	1	SAP-HR		2	SAP-FI		3	ABAP		4	BASIS	
	5	ACL		6	CISA		7	CIA		8	ACCA	
	9	ACMA		10	Other, please specify							
Start Date			-			-						
End Date			-			-						
National / Foreign	1	National/Local				2	Foreign					
Institute / Academy												
Location												
Country												
Certification Status	1	Completed			2	In process			3	Failed		
Examination date			-			-						
Bond Details (If Any)	1	Serve in department for 5Y					2	Serve in department for 3Y				
	3	If don't pass the exam, then feed will be refunded										
	4	Any other, please specify										

Source of Funding	1	PIFRA	2	GOP	3	ADB	4	World Bank
	5	USAID	6	JICA	7	EU	8	Fullbright

9 Self financed

10 Other (please specify)

Course fees (write amount and currency)  CURR

**Part 6: International Experience**

**Note:** Please use separate sheet for each experience

Organization

Post held

Organization Name

Organization Type  1 Mission Audit  2 SAI  3 UNIDO

4 OPCW  5 Other, please specify

City/Location

Country

From (DATE)

To (DATE)

