



OFFICE OF THE
AUDITOR GENERAL OF PAKISTAN,
AUDIT HOUSE, CONSTITUTION AVENUE,
ISLAMABAD

No: 1823 /PAAS-I/MISC/HRMIS-2022


Date: 11.11.2022

All PA&AS Officers

Subject: Digitization of information of PA&AS officers in revised HRMIS

The undersigned is directed to refer to this office letter No. 1796/PAAS-I/MISC/HRMIS-2022 dated 11.11.2022 on the above subject and to state that the office of the Auditor General of Pakistan is in the process of improved digitization of the personal and service information of all the serving PA&AS officers through an updated version of Human Resource Management Information System (HRMIS). The type of information, that would be maintained by this office, is attached herewith for the information of all the officers.

Encl: As above


(Muhammad Kamran Taufiq)
Director (Administration)

OFFICER DATA RECORDED IN AGP-HRMIS

PA & AS SECTION

Personal Information

1. Officer Picture
2. Personnel Number (PNumber)
3. Full name
4. Grade
5. Posting Station
6. Induction Type (Direct or Promotee)
7. CTP
8. STP
9. Date of Birth
10. Place of Birth
11. CNIC Number
12. CNIC Picture Scan
13. NTN
14. Service Entry Date
15. Superannuation Date
16. PAAS Service Entry Date
17. Gender
18. Religion
19. Primary Email Address
20. Primary Cell Number
21. WhatsApp Number
22. Landline Number
23. District of Domicile
24. Permanent Address
25. Permanent Home Town
26. Current Address
27. Marital Status
28. Marital Status Change Date
29. Does the officer have medical issues? (Yes/No)
 - a. Details of medical issues, if any
30. Does the officer have disability? (Yes/No)
 - a. Details of disability, if any
31. Knowledge of Department
32. Does the office have provided asset statement? (Yes/No)
33. Office Status (Active/Retired)

Spouse Information

1. Spouse name
2. Marital Status with Spouse
3. Date of Marital Status Change
4. Primary Nationality of Spouse
5. Does the spouse of the officer hold additional nationality? (Yes/No)
 - a. Country of additional nationality, if any
6. Is the spouse in service? (Yes/No)
7. Is the spouse in Government service? (Yes/No)
8. Name of Service
9. Name of Department

Children Information

1. Child name
2. Gender of child
3. Date of Birth of child
4. Parent name (name of mother when office is male, and name of father when office is female)

Next of Kin

1. Name of Next of Kin
2. Contact Number of Next of Kin
3. Relationship with Officer

Passport Details

1. Passport Number
2. Expiry Date
3. Is the passport official?

BPS Grade Information

1. BPS Grade
2. BPS Entry Date
3. Seniority Position

Education Details

1. Degree Name
2. Degree Awarding Year
3. University Name
4. Degree Type

5. City of University
6. Major/Specialization
7. Grade
8. Minimum Marks
9. Marks Obtained

Foreign Travels

1. Purpose of Travel
2. Travel Type (Personal/Official)
3. Country of Visit
4. From Date
5. To Date
6. Remarks

Recognitions

1. Recognition Type (Reward/Award/Achievement)
2. Recognition Date
3. Recognition Name/Title
4. Recognition Description
5. Recognizing Authority
6. Remarks

Posting Details

1. Posting name/title
2. Posting Category
3. Posting Date
4. Office name
5. Position
6. Section
7. Is Posting International? (Yes/No)
8. Posting Type
9. Posting Status
10. Reason of Awaiting, if any
11. Date of Charge Assumption
12. Date of Charge Relinquish
13. Grade

Book Publications

1. Book Name/Title
2. Publication Date

3. Publisher Name

Leave Details

1. Leave Type
2. Leave Status (Approved/Regretted)
3. From Date
4. To Date
5. Remarks

CONFIDENTIAL SECTION

BPS Grade Information

1. BPS Grade
2. BPS Entry Date
3. Seniority Position

Mandatory Trainings

1. Training Name
2. From Date
3. To Date
4. Score
5. Institute Name
6. City
7. Promotional Potential
8. Pen Picture

Promotions

1. BPS Grade
2. Promotion Type
3. Promotion Date
4. Remarks, if any

Deputation Considerations

1. Name of Deputation
2. Consideration Date
3. Consideration Status (Applied/Posted)
4. Remarks, if any

Deferred Promotions

1. Is Offer's Promotion Deferred? (Yes/No)

2. Deferral Date
3. Grade
4. Deferral Reason

Personal Evaluation Reports

1. Year
2. From Date
3. To Date
4. ACR Type (Annual/Docket/Partial)
5. Reporting Officer Name
6. Reporting Officer Designation
7. Submission Date to Reporting Officer
8. Final Grade
9. Countersignatures I
10. Countersignatures I Designation
11. Countersignatures I Date
12. Countersignatures II
13. Countersignatures II Designation
14. Countersignatures II Date
15. Received Date
16. Remarks, if any

Supersession

1. Supersession Date
2. Grade
3. Supersession Reason

Appreciation/Displeasure/Caution

1. Letter Type (Appreciation/Displeasure/Caution)
2. Dated
3. From (Office Name)
4. Written by (Officer name)
5. Brief Remarks

List of Circulations (Deputation Postings)

1. Subject/Title of Circulation
2. Brief details
3. No. of Officer Required
4. Originating Office (e.g., NADRA)
5. Circulation Type (individual/Panel)

