

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

--

Middle Name

--

Last Name

--

Gender

1	M
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2	F
---	---

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	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	USAID	❹
			JICA
	❺	ADB	❻
			World Bank
	❽	EU	❿
			Fullbright
	ⓑ	Self financed	ⓓ
			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	NDU	❹
			Staff College
	❺	MCMC	❻
			SMC
	❼	Int'l Exposure	❽
	❾ Any other (please specify)		
Institute / Organizer			

Note: Long means > 3 months; Short means < 3 months
[International Exposure means visit to any organization, meeting, etc.]

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)

