



**GOVERNMENT OF GILGIT-BALTISTAN
CIVIL SECRETARIAT
FINANCE DEPARTMENT
(Gilgit-Baltistan Information Resource Center)**

EMPLOYEE'S PERSONAL BIODATA FORM

(UN-ATTESTED)

PHOTOGRAPH
Passport Size
All Male/Female
Employees are
Required to Paste
Photograph
(Do not use stapler)

BASIC INFORMATION

- 1- Employee ID (For Office use only)
- 2- Employee's Name: (In Block Letters)
 (*)
- 3- Father's Name: (In Block Letters)
 (*)
- 4- CNIC No.
 (*)
- 5- Gender: Male Female
- 6- Religion: Muslim Non-Muslim
- 7- Date of Birth: Day Month Year (*)
- 8- Place of Birth: Province District
Tehsil (*)
- 9- Mark of Identification:
- 10- Domicile: District
- 11- Marital Status: Single Married Widower Divorce
- 12- Wife/Husband Employment Status:
Un-Employment Government Private Self-Employment
- 13- GP Fund No.
- 14- E-mail Address:
- 15- Joining date of Govt Service Day Month Year (*)

Note:

- Fields mark with asteric(*) must be filled.
- Rows may be increased where necessary.
- Employees are requested to attach attested copy of CNIC along with the form.
- Contingent Paid Employees should submit attested copies of their office orders along with the approval of competent authority.
- Bio-data form can also be downloaded from the website www.gilgitbaltistan.gov.pk or obtained via email to system.analyst.gbirc@gmail.com.

CONTACT INFORMATION

Permanent Address

15(a)- Province District (*)

Tehsil Area

16- Postal Address (*)

17- Phone No. i). Res: ii) Phone (ii)
iii). Mob. No:

Temporary Address

18- Province District

Tehsil Area

19- Postal Address

20- Phone No. i). Off: ii) Res
iii). Fax: iv). Mob. No:

DEPENDENTS INFORMATION (*)

S-NO	Name	Date of birth						Relationship with Employee										
		Day		Month		Year												
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		

NOMINEES FOR PENSION / GRATUITY / GPF BENEFITS etc. (*)

S_#	Name	Relationship	NIC No.	Ph_No.	Share (%)
1					
2					

EMPLOYMENT INFORMATION

- 21- Current Department. (*)
- 22- Office / Institution. (*)
- 23- Current Designation
- 24- Basic Pay Scale (*) 25. Personal No. (*)
- 26- Nature of Employment (Select one) (*)
- Permanent Officiating Acting Charge Adhoc
- Part time Trainee Current Charge Contract
- Honorary Deputation Daily Wages RTE
- Others
- 27- Status of Posting (select one) Permanent Temporary (*)
- 28- Employer's Status (select one)
- G.B Govt. Federal Govt Armed Forces Semi Gov.
- Autonomous Body
- 29- Joining Date (On current substantive post) Day Month Year (*)
- 30- Gross Salary 31. Current Pay Stage(Amount) (*)
- 32- Current Posting Station District Tehsil
- Area.
- 33- Joining date of Govt Service Day Month Year (*)
- 34- Designation of Immediate Controlling Officer (*)
- 35- Designation of Next Controlling Officer
- 36- Fund Code 36. Fund Center Description (*)
- 37- Fund Center/DDO Code/Project Name (*)
- 38- Govt. Vehicle Assigned No Yes Registration No.

PREVIOUS EMPLOYMENT & POSTING HISTORY (*)

39- Service History (From initial appointment) (Rows may be increased where necessary)

S#	Name of Post	BS	Name of Department	Section/ Institute/ Branch with DDO Code	Nature of Posting (Initial/promotion/ transfer/deputation /contract	Period	
						From	To
						DD/MM/YY	DD/MM/YY
1							
2							
3							
4							
5							

EDUCATIONAL INFORMATION (*)**Academics**

Name of Institution	Country	Degree/ Certificate	Discipline	Specialization	Division	From	To

Professional

Name of Institution	Country	Degree/Certificate	Discipline	Specialization	Division	From	To

DETAIL OF TRAINING COURSES ATTENDED (OF MORE THAN 5 DAYS)

Title of Training Course	Name of Institution	City	Country	Period	
				From	To
				DD/MM/YY	DD/MM/YY

Signature & Seal with Name of Immediate
Controlling/Reporting Officer/Section Head

Signature of Employee

Sign. & Seal with Name of focal person/DDO