



THE
DISTRICT JUDICIARY
Dir Lower

Phone: 0945-9250035
Fax: 0945-9250025
Email: dsjdirtmg@gmail.com

No 963-78 /D&SJ/ Dir Lower

Dated the 24 /05/2023

To,

All the Judicial Officers,
in District Dir Lower.

Subject: **MINISTERIAL STAFF DATA BANK QUESTIONNAIRE**

Dear Colleagues,

In order to create digital/scanned database profile of the ministerial staff, encompassing all necessary and relevant information, particularly, to properly conserve their personal files as either the same are not maintained or incomplete. To achieve such goal, a questionnaire template (attached) has been devised.

You are requested to circulate it amongst all the ministerial staff and furnish the required information/data, **returnable to Senior Civil Judge (Judicial) Dir Lower**, not later than **14** days, please.


PHOOL BIBI
District & Sessions Judge,
Dir Lower
DISTRICT & SESSIONS JUDGE
Dir Lower at Timergara

No _____ /D&SJ/ Dir Lower

Dated the _____ /05/2023

Copy to:

- 1) The Superintendent, B&AA, English Clerk, COC, Civil Nazir with the directions to make available all the personal files/relevant data/record to the Incharge Scanning Branch as and when required.
- 2) Incharge Scanning Branch for initiation of quick process.


District & Sessions Judge,
Dir Lower

Proforma for creation of Data Base / Personal Profile of Ministerial Staff of District Judiciary Dir lower

| | | | | |
|---|------|--|-------|----------------|
| Name of the Employee (in Capital letters) | | | | |
| Designation: | | | | |
| Attached with the Court/Administration of: | | | | |
| Father's name: | | | | |
| Current Address: | | | | |
| Permanent Address: | | | | |
| Initial Appointment as: | | | | |
| Date of initial appointment: (Must attached appointment Order): | | | | |
| Whether appointed on any son Quota: Yes/No (in case of Yes mention Father's name with Designation and date of retirement: | | | | |
| First promotion: | | | | |
| Date of First promotion | | Promotion to the Post of (Must attach promotion Order) | | |
| Second Promotion: | | | | |
| Date of Second promotion | | Promotion to the Post of (Must attach promotion Order) | | |
| Third Promotion: | | | | |
| Date of Third promotion | | Promotion to the Post of (Must attach promotion Order) | | |
| Mobile #: | | Email: | | |
| Marital Status: | | | | |
| Number/info of Children: | | | | |
| S/No | Name | Gender | D.O.B | Marital Status |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| Nearest Working Station to home/place of residence: | | | | |

| | | | |
|---|--|-------------------|--|
| Choice in respect of place of posting i.e. (Timergara, Chakdara, Samar Bagh and Lal Qilla) in order of preference | | | |
| Choice #1: _____ | | Choice #2: _____ | |
| Choice # 3: _____ | | Choice # 4: _____ | |
| Previous History of Posting / Transfer i.e. in order of Recent to old, older, oldest (Attach order if available) | | | |
| | Name of Court/Administration | | |
| From Court/Administration: | | | |
| to Present/Current Posting: | | dated | |
| From: | | | |
| To: | | dated | |
| From: | | | |
| To: | | dated | |
| From: | | | |
| To: | | dated | |
| From: | | | |
| To: | | dated | |
| Whether suffering from any severe permanent/chronic disease/disability? If yes please attach essential proof | | | |
| Qualification, skill and knowledge/experience of Computer | | | |
| Highest Qualification: | | | |
| Professional Qualification: | | | |
| Computer Literacy (Yes or No) | | | |
| If Yes Then Computer Literacy level (tick mark relevant) | Basic_____Intermediate_____Advance_____ | | |
| Mention extra skill if any | | | |
| Note: | Mention N/A if any field is not applicable. Orders/documents attached with this form be mentioned with annexures in a properly compiled file | | |