

HR BIO DATA SAMPLE

Note: ALL ENTRIES MADE WITH CAPITAL LETTERS.

Instruction about fill up the form given end of the page.

Place 1
(Colored)
Passport Size
Photo here &
attach another
duly attested.

(*) Employee Code (to be filled by MEPCO Computer Center):

Quota Status:

☐

Direct Quota

☐

Disable Quota

☐

Employee's Children Quota

☐

Employee's Children Quota (Died during Service)

1. Status:-

☐

Permanent

☐

Contract with MEPCO

☐

Contract with WAPDA

☐

Any Other.

☐

Daily Wages

2. Sex.

☐ M☐ F

Blood Group

☐

If On Contract or Daily Wages Specify Expiry Date:

3. Married/Unmarried

(Fill M or U)

☐

4. Name:

5. Father's Name:

6. Designation:

7. Domicile:

8. Date of Birth:

9. NIC No.(Old)

10. NIC No. (NADRA):

11. Mailing Address:-

12. Permanent Address:

13. Phone Res:

14. Religion:

15. Qualification:

(General)

16. Qualification:

(Technical)

17. Post Grade:

18. Present Pay Scale:

* If Post Grade & Present Pay Scale are Not Same:

a) Due to Selection Grade

☐

b) Due to Move Over

☐

c) Due to Both

☐

19. Basic Pay:

20. Office/Dept:

21. Earned Leave Balance.

21. Last Earned Leave Availing: Date from.

Date To:

22. Date of First Joining:

23. Date Of Present Posting

24. Date of Last Promotion:

25. GPF Number:-

26. No. of Children:

27. Nominee for GPF:

28. Nominee for GPF Relation for GPF:

29. Name of Spouse:

30. Nominee for Pension:

31. Nominee for GLI:

Relation

Relation

32. Bank's Name
& Branch

33. Account No.

34. Accommodation:

☐

WAPDA Accommodation.

☐

Self Owned.

☐

Rented

☐

House Rent
Allowance.

35. Medical Facility: ☐ Cash Medical Allowance. ☐ Medical Facility.

36. Service Back Ground (In Descending Order):

[illegible]

37. Detail of Departmental Training.				38. Detail of Departmental Exams.			
Name of Training	Date From DD/MM/YYYY	Date To. DD/MM/YYYY	Training Station.	Name of Exams	Date of Exam. DD/MM/YYYY	Exam Station.	Exam. Status

Certificate:-

It is solemnly affirmed that the information given above is correct so that best of my knowledge & belief. I understand that in case of incorrect information I shall be dealt with under WAPDA E&D Rules.

Countersign of his Head of Office.
(as a token of authenticity of above information)

Signature of Employee

INSTRUCTIONS

- a) Fill in all the columns. However, those having (*) sign should be left because these columns will be filled by Computer Center.
- b) Paste one colored passport size photograph on the place provided on the face of form and attach another such photograph duly attested by office in charge on its backside.
- c) The employee concerned must sign this form.
- d) This form must also be signed by the office in charge of the concerned official / officer.
- e) Complete information must be provided. In case of insufficient space on the form additional sheet may be attached.
- f) Date column filled, first two for date, second two for month and last four for year.
- g) If service records may not be filled according to the given format, the form will be rejected.
- h) If you have both NICs Old & New, write both Nos.