**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Belt No** | In case of uniform official | | **Father Name** |  | | **CNIC #** |  | | **Phone (Res)** |  | | **Mobile** |  | | **Email** | Same as mentioned for e-pay slip to AG Office, Punjab | | **Gender** |  | | **DOB** |  | | **Blood Group** |  | | **Qualification** |  | | **Domicile** |  | | **Permanent Address** |  | | **Permanent District** |  | | **Permanent Police Station** |  | | |  |  | | --- | --- | | **Age** |  | | **Age on Enrollment** |  | | **Joining Rank/ Designation** |  | | **Cadre** | e.g. Executive/Ministerial etc. | | **Joining Date** |  | | **Current Rank/ Designation** |  | | **Current Posting** |  | | **Pay Scale** | e.g. BS-4 etc. | | **Chest** | In case of uniform official | | **Height** | In case of uniform official | | **Service Years** |  | | **Temporary Address** |  | | **Temporary District** |  | | **Temporary Police Station** |  | | |  | | --- | | **Scan color Picture in uniform  (with blue background)** |  |  | | --- | | **Thumb Impression with Black ink** | |

**Qualifications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Degree Level** | **Degree** | **Institute** | **From** | **To** | **Grade** | **Percentage** |
| e.g. Intermediate etc. |  |  |  |  |  |  |

**Skills & Sports**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| e.g. Cricket |  |  |  |  |  |  |

**Courses (Mandatory/Capacity Building/Others)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Course Name** | **Institute / Company** | **City** | **From** | **To** |
|  | e.g. Lower Class Course etc. |  |  |  |  |

**Local Trainings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Training Name** | **Institute / Company** | **City** | **From** | **To** |
|  |  |  |  |  |  |

**Foreign Training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Training Name** | **Institute / Company** | **Country** | **City** | **From** | **To** |
|  |  |  |  |  |  |  |

**Promotions** (In case of other cadre, mention promotion according to their designations)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Order Type** | **Promotion Type** | **Order No.** | **Order Date** | **W.E.F.** | **Old Rank** | **New Rank** | **Confirm Order No.** | **Confirm Order Date** | **Confirm W.E.F.** |
| e.g. Promotion or Confirmation | e.g. Regular/Officiating etc. |  |  |  | e.g. Constable etc. | e.g. HC etc. |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Posting Records**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Rank** | **Posted As** | **Office / Police Station** | **District** | **From** | **To** | **Duration of Posting** | | |
| **Y** | **M** | **D** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Rewards**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reward Date** | **Reward Remarks** | **Reward Type** | **Reward Cash** | **Reward Authority** |
|  |  | e.g. CC-I etc. |  |  |
|  |  |  |  |  |

**Total Rewards: \_\_\_\_\_\_\_\_**

**Punishments**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Punishment Date** | **Punish Under Rule** | **Punishment Type** | **Nature of Punishment** | **Punishment Authority** | **Appeal Filing Date & Reference No.** | **Charge Sheet** | **Appellant Authority in Organization** | **Status after Appeal** | **Remarks by Appellant Authority** | **Other Appellant Authority** |
|  |  | e.g. Major or Minor |  |  |  |  |  |  |  |  |

**Total Punishments: \_\_\_\_\_\_\_\_\_\_**

**Show-Cause Notices**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Show Cause No.** | **Issuing Authority** | **Allegation Type** | **Allegation** | **Status** |
|  |  |  | e.g. Absence, Misconduct etc. |  |  |

**Total Show-Cause: \_\_\_\_\_\_\_\_\_\_\_\_**

**Departmental Proceedings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Date** | **Charge** | **Enquiry** | **Punishment** | **Appellant Authority** | **Status** |
|  |  |  |  |  |  |  |

**Suspension**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Suspension Date** | **From** | **To** | **Suspended By** | **Recommended By** | **Suspension Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Criminal Record**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FIR No.** | **FIR Date** | **Under Section** | **Crime Head** | **Crime Sub Head** | **District** | **Police Station** | **Status** | **Decision of Court/Remarks** |
|  |  |  |  |  |  |  |  |  |

**Judicial Enquiries**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Enquiry No.** | **Enquiry Authority** | **Charge / Allegation** | **Status** | **Action by Competent Authority** | **Basis of Enquiry Disposal** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Psychological Profile**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Year** | **Psychological Detail** |
|  |  |  |

**Medical Profile**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Blood Group** | **Disease Name/Incident Details** | **Hospital Admission Dates** | | **Hospital Name & City** | **Doctor Name** | **Any disability (Yes / No)** | **Remarks** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |

**Leave Availed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order No.** | **Dated** | **Leave Type** | **Duration** | **From** | **To** |
|  |  | e.g. Earned, Without Pay etc. |  |  |  |
|  |  |  |  |  |  |

**Items Issued Officially**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Name** | **Item Type** | **Issue Date** | **Submission Date** |
|  |  |  |  |
|  |  |  |  |

**Annual Confidential Report (ACR)**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Year** | **ACR** |
|  |  |  |
|  |  |  |

**Assets at Joining Service**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Year** | **Asset Type** | **Asset Owner/ Shareholder Name** | **Asset Acquiring Year** | **Location of Asset** | **Asset Nature** | **Share %** | **Asset Value** | **How Asset was Acquired** | **Status/ Remarks** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Assets in Current Year**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Year** | **Asset Type** | **Asset Owner/ Shareholder Name** | **Asset Acquiring Year** | **Location of Asset** | **Asset Nature** | **Share %** | **Asset Value** | **How Asset was Acquired** | **Status/ Remarks** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |