



**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)

**FOR CONTINGENT PAID EMPLOYEES ONLY**

- 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- Date of Birth: Day   Month   Year     (\*)
- 7- Place of Birth: Province  District
- 8- Domicile: District

**ADDRESS/CONTACT INFORMATION**

- 10- Province  District  (\*)  
Tehsil  Area
- 11- Postal Address
- 12- Phone No. i). Phone:  ii) Mob. No.:

**MUST BE FILLED BY SECTION HEAD/CONTROLLING OFFICER/DDO**

- 13- Justification for engagement of above named employee:

**EMPLOYMENT INFORMATION**

(\*)

- 14- Department.  (\*)
- 15- Office / Institution/Section  (\*)
- 16- Working against Post :  (\*)
- 17- Joining date of Govt. Service Day   Month   Year     (\*)  
(On current substantive post)
- 18- Current Posting Station District  Tehsil   
Area  19- Fixed Pay  (\*)
- 20- Designation of Immediate Controlling Officer/Section Head  (\*)
- 21- Designation of Next Controlling Officer  (\*)
- 22- Fund Code  22. Fund Center Description
- 23- Fund Center/DDO Code/Project Name  (\*)

**EDUCATIONAL INFORMATION**

(\*)

**Academics**

Name of Institution	Degree/ Certificate	Discipline	Specialization	Division	From	To

\_\_\_\_\_  
Signature & Seal with Name of Immediate  
Controlling/Reporting Officer/Section Head  
(With whom the employee is working)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Sign. & Seal with Name of focal person/DDO

**Note:**

- Fields mark with asteric(\*) must be filled.
- Form received without endorsement of Section Head and DDO will be rejected.
- 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](http://www.gilgitbaltistan.gov.pk) or obtained via email to [system.analyst.gbirc@gmail.com](mailto:system.analyst.gbirc@gmail.com).