

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						
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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