

HR File (Check List)

Sr No.	Document Title	Attached
1	02 Photos Passport Size Blue Background	Photo
2	CNIC (NADRA)	
3	CNIC Verification	
4	Domicile	
5	Domicile Verification	
6	Matric SSC/O-Levels	
7	Matric Verification	
8	Intermediate / A-Levels	
9	Intermediate Verification	
10	MBBS 1 st Professional Part-I	<u>FOR DOCTORS ONLY</u>
11	MBBS 1 st Professional Part-II	
12	MBBS 2 nd Professional	
13	MBBS 3 rd Professional	
14	MBBS Final Professional	
	Final Result MBBS / Final Transcript	
15	House Job Completion Certificate	
16	PMC Valid Registration Certificate	
17	PMC Registration Verification	
18	No Private Practice Affidavit Rs:100/= for receiving NPA Allowance.	
19	No Dual Nationality Affidavit Rs:100/=	
20	Medical Fitness Certificate from DHQ (Copy in case of already serving).	
21	Police Character Verification Certificate / Verification of antecedents by local Police. (Copy in case of already serving).	
22	MBA/ACMA/ACCA/CA/M.Sc/MA/BSc/BS(Hons)/Pharm.D/DPT etc Degree & Transcript	<u>For AHP's & General Cadres only</u>
23	Degree & Transcript Verification of MBA / ACMA /ACCA / CA / M.Sc / MA / BSc / BS(Hons) / Pharm.D / DPT	
24	Nursing Diploma / Midwifery Diploma / BSN(R)/Post RN (Nursing)	<u>For Nurses only</u>
25	Verification of Nursing Diploma / Midwifery Diploma / BSN(R)/Post RN (Nursing)	
26	Copy of Valid Professional License issued by Punjab Medical Faculty / Punjab Pharmacy Council / Pakistan Nursing Council or any other relevant professional accreditation body or council.	
27	Verification of Valid Professional License issued by Punjab Medical Faculty / Punjab Pharmacy Council / Pakistan Nursing Council or any other relevant professional accreditation body or council.	
28	Higher Qualification Transcript & Degree MS/FCPS/MCPS/FRCS/M.Phil	
29	Verification of Higher Qualification Transcript & Degree MS/FCPS/MCPS/FRCS/M.Phil	
30	Rs:100/= Stamp Paper for receiving Higher Qualification Allowance (Higher Qualification in relevant field).	
Service Record:		
1	1 st Appointment Orders	
	Charge Report	
2	Transfer Orders / EOL Orders	
	Charge Relinquish Report	
3	Joining Report in case of Transfer	
4	Sequence Wise Transfer Posting Orders and Joining / Relieving Reports	
5	Sequence Wise EOL Orders	
6	Joining Application submission at HISDU after EOL	
7	Posting Orders after EOL	
8	Charge Report after EOL	
9	Last Pay Certificate in case of Transfer	
10	Data Transfer Status in case of Transfer	
11	Clearance Certificate from previous hospital.	
12	Charge Relinquish Report in case of transfer.	
Letter from Office	Detail of pending Inquiries at previous hospital in case of transfer.	Letter to previous hospital.
	Detail of Recoveries in Process due to Audit Paras or Overpayments due to inadmissible allowances.	
	Detail of availed Casual leaves in current calendar year in case of transfer to brought forward leave balance.	

HR & LEGAL DEPTT. THQ HOSPITAL MIAN CHANNU, DISTRICT KHANEWAL
HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS)
(FORM-D – HRMIS – PIFRA)

PERSONAL INFORMATION:

Name		Father Name	
CNIC		Date of Birth	
Gender		Domicile	
Marital Status		Bloodgroup	
Religion		Mother Tongue	
Mobile Number		E-mail	
Landline Number		Permanent Address	
Correspondence Address			

EMERGENCY CONTACT DETAILS:

	Name	Relation	Mobile No.	City
1				
2				
3				

POSTING DETAIL:

Date of First Appointment		First Appointment Order Number	
Joining Grade		Joining Designation	
Actual Designation		Working Designation	
Sanctioned Grade of Working Designation		Additional Charge	
Current Grade		Present Posting Order Number	
Present Posting Order Date		Present Joining Date	
Post Type		Health Facility Type	
Health Facility		Parent Department	

MODE OF APPOINTMENT:

Entry in Government as		Mode	
Posting Order Number		Posting Order Date	
Joining date			

PROMOTION STATUS:

Promoted from Designation		Promoted to Designation	
Promoted from Pay Scale		Promoted to Pay Scale	
Promotion Order Date		Promotion Order Number	
Seniority Number		Joining Date after Promotion	

PERSONNEL ACTIONS – INFO TYPE 0001

Date of entry into Govt. Service		Employee Grade	
Employee CNIC No.		Date of Birth	dd/mm/yyyy
Designation			

PERSONNEL DATA - INFO TYPE 0002

Marital Status		Date of Marriage	dd/mm/yyyy
No of dependents		Religion	
Province of Birth / District of Birth / Tehsil of Birth			
Province of Domicile / District of Domicile			
Nationality			

PERMANENT ADDRESS – INFO TYPE 0006

Correspondence Address:			
Permanent Address:			
Mob No.		Postal Code:	

BASIC PAY – INFO TYPE 0008

Pay Scale Type:		Pay Scale:	
-----------------	--	------------	--

FAMILY INFORMATION – INFO TYPE 0021

Sr No.	Relation	Name	Gender	Date of Birth	City of Birth	Nationality	Occupation
1							
2							
3							
4							
5							

EDUCATION & QUALIFICATIONS

ACADEMIC QUALIFICATION INFO TYPE 0022

Sr No.	Institution Name	Degree Title	Date of Completion	Total Marks	Obtained Marks
1					
2					
3					
4					
5					

PROFESSIONAL QUALIFICATION INFO TYPE 0024

Institution Name	Degree Title	Date of Completion	Total Marks	Obtained Marks
1				
2				