



Employee Master File Creation Form

FORM: PAY01

(Applicable for both Payroll and GP Fund)

EMPLOYEE ID (TO BE ASSIGNED BY OFFICE)

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01 OFFICE OF THE _____

02 FOR THE MONTH OF _____ /20 _____

03 DDO CODE: _____
(Cost Center)

Description: _____

04

PERSONNEL ACTIONS - INFO TYPE 00

05 DATE OF ENTRY (DD/MM/YYYY)
_____/_____/_____

06 CURRENT GOVERNMENT

07 EMPLOYEE GROUP

08 EMPLOYEE GRADE (SUB GROUP)

09 EMPLOYEE CNIC NUMBER

10 DOB (DD/MM/YYYY)
_____/_____/_____

11 DATE OF ENTRY INTO GOVERNMENT SERVICE (DD/MM/YYYY)
_____/_____/_____

12 REASON FOR ACTION

PERSONAL DATA - INFO TYPE 0002

13 TITLE Mr. Miss Ms. Mrs.

14 LAST NAME

15 FIRST NAME

16 FATHER / HUSBAND NAME

17 DISTRICT OF DOMICILE

18 MARITAL STATUS

19 CITY OF BIRTH

20 DATE OF MARRIAGE (IF APPLICABLE)
_____/_____/_____

21 PROVINCE OF DOMICILE

22 NO. OF DEPENDENTS

23 NATIONALITY

24 RELIGION

ORGANIZATIONAL ASSIGNMENT - INFO TYPE 0001

25 DDO CODE (COST CENTER)

26 DDO CODE (FUND CENTER)

27 DISTRICT (SUB AREA)

28 CONTRACT GOVERNMENT
 Sindh Government Punjab Government
 Federal Government KPK Government
 AJK Government Baluchistan Government

29 POSITION
 GAZETTED NON- GAZETTED

30 DESIGNATION

31 MINISTRY (ORGANIZATIONAL UNIT)

32 FUND SECTION

33 PAYROLL SECTION

34 BUCKLE NUMBER (IF ANY)

PRESENT ADDRESS - INFO TYPE 0006

35 CARE OF

Grid for CARE OF address

36 HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

37 POSTAL CODE

Grid for POSTAL CODE

38 CITY

39 DISTRICT

40 PROVINCE / REGION

Grid for PROVINCE / REGION

41 CONTACT NUMBER

Grid for CONTACT NUMBER

42 COMPANY HOUSING

YES NO

PERMANENT ADDRESS - INFO TYPE 0006

Permanent Address is same as above.

Permanent Address is different from above.

43 CARE OF

Grid for CARE OF address

44 HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

Grid for HOUSE NO. / STREET

45 POSTAL CODE

Grid for POSTAL CODE

46 CITY

47 DISTRICT

48 PROVINCE / REGION

Grid for PROVINCE / REGION

49 CONTACT NUMBER

Grid for CONTACT NUMBER

50 COMPANY HOUSING

YES NO

BASIC PAY - INFO TYPE 0008

51 PAY SCALE TYPE

Grid for PAY SCALE TYPE

52 BPS YEAR (PAY SCALE AREA)

Grid for BPS YEAR

53 GRADE (PAY SCALE GROUP)

Grid for GRADE

54 PAY SCALE LEVEL

Grid for PAY SCALE LEVEL

55 PAYS

Table with columns: WAGE TYPE, DESCRIPTION, AMOUNT

Table with columns: WAGE TYPE, DESCRIPTION, AMOUNT

56 LEAVES - INFO TYPE 2001

Table with columns: CODE, DESCRIPTION, BALANCE

Table with columns: CODE, DESCRIPTION, BALANCE

57 BANK DETAIL - INFO TYPE 0009

BANK BRANCH (BANK KEY)

Grid for BANK BRANCH

58 POSTAL CODE

Grid for POSTAL CODE

59 CITY

60 BANK ACCOUNT NUMBER

Grid for BANK ACCOUNT NUMBER

61 PAYMENT METHOD

Grid for PAYMENT METHOD

GP FUND SUBSCRIPTION - INFO TYPE 0057

62 WAGE TYPE

Grid for WAGE TYPE

GP FUND - INFO TYPE 9202

64 INTEREST APPLIED

YES NO

66 GP FUND BALANCE DATE (DD/MM/YYYY)

Grid for GP FUND BALANCE DATE

63 GPF SUBSCRIPTION

Grid for GPF SUBSCRIPTION

65 GP FUND BALANCE

Grid for GP FUND BALANCE

67 OLD GP FUND ACCOUNT NUMBER

Grid for OLD GP FUND ACCOUNT NUMBER

CREATE DATA SPECIFICATION - INFO TYPE 0041

68 DATE APPOINTED AS GAZETTED OFFICER (DD/MM/YYYY)

		/			/				
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69 SUSPENSION DATE

		/			/				
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70 EXPIRY OF AD HOC / CONTRACT DATE

		/			/				
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INTERNAL DATA - INFO TYPE 0032

71 PREVIOUS PERSONNEL NUMBER (IF ANY)

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72 NATIONAL TAX NUMBER (NTN)

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73 LEAVE WITHOUT PAY

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74 CASH CENTER _____

75 FAMILY INFORMATION - INFO TYPE 0021

SR. NO.	RELATION	FIRST NAME	LAST NAME	NOMINEE	DATE OF BIRTH	NATIONALITY	% AGE OF SHARE	EMP. TYPE	OTHER NATIONALITY
1									
2									
3									
4									

76 RECURRING PAYMENTS (ALLOWANCES) - INFO TYPE 0014

WAGE TYPE	DESCRIPTION	AMOUNT

WAGE TYPE	DESCRIPTION	AMOUNT

77 RECURRING PAYMENTS (DEDUCTIONS) - INFO TYPE 0014

WAGE TYPE	DESCRIPTION	AMOUNT

WAGE TYPE	DESCRIPTION	AMOUNT

PAYROLL STATUS - INFO TYPE 003

78 SALARY STATUS Start Payment Stop Payment CNIC: _____

EDUCATION AND QUALIFICATIONS

A ACADEMIC EDUCATION - INFOTYPE 0022

SR.	INSTITUTE	DESCRIPTION OF EDUCATION	DATE OBTAINED	MARKS/GRADE
1				
2				
3				

B PROFESSIONAL QUALIFICATIONS - INFOTYPE 0024

SR.	INSTITUTE	DESCRIPTION OF EDUCATION	DATE OBTAINED	MARKS/GRADE
1				
2				
3				

Prepared By _____

Audited/Checked By _____

Entered/Verified By _____

Employee Signature _____

REQUIRED DOCUMENTS:

Please attach copies of all these documents duly attested by Drawing & Disbursing officer with official by name stamp.

Sr.	Documents/Papers Required	Attached	
		Yes	No
1.	Attested copies of (i) CNIC and (ii) Domicile / PRC.		
2.	Copy of Advertisement / Newspaper cutting with name of Newspapers and date of publication (In case of Fresh / Disabled quota).		
3.	Result of the Examination. (FPSC, SPSC, NTS etc.)		
4.	Offer of appointment / Order of Appointment		
5.	Posting order		
6.	Duty joining report & Charge assumption report		
7.	Medical Fitness Certificate (In Original along with photocopy)		
8.	Vacancy Position dully verified with FD budget.		
9.	List dully signed by concerned Administrative Secretary for creation of new SAP ID (for fresh / Disable quota appointment).		
10.	Summary of appointment (Showing name of appointee) dully approved by the Chief Secretary (In case of deceased quota appointment).		
11.	Approval of District / Department Recruitment Committee (DRC).		
12.	No objection certificate. (When applied through proper channel)		
13.	i) FRC issued by NADRA, ii) Obituary and iii) Heir-ship Certificate (in case of appointment made on deceased quota).		
14.	Death certificate of deceased employ issued by NADRA/Union Council (in case of appointment made on deceased quota).		
15.	Attested copy of PPO / L.P.C / Pension Pay slip showing SAP ID of deceased employee whose legal heir has been appointed (In case of deceased quota appointment).		
16.	Attested copies of (i) Matriculation, (ii) Intermediate, (iii) Graduation and (iv) Master's Degree (Where applicable).		
17.	Copies of passed manual bill(s), Cheques (For old/time barred appointment)		
18.	Age relaxation order (In case of over aged appointment)		
19.	Certificate that the official is not appointed in Ban Period. (Where applicable)		
20.	Relieving / Resignation letter from previous job. (Where applicable)		
21.			
22.			
23.			
24.			
25.			

Drawing & Disbursing Officer

By Name Stamp:

Date: _____