HRMIS

Office Of The
AUDITOR-GENERAL OF PAKISTAN
(Constitution Avenue)
ISLAMABAD

No. 01/HRMIS/Vol-I/2017/29 Date: 30.01.2018

1	The Deputy Auditor General (A&C) Local.	55	The Deputy Auditor General (FAO) Local.
2	The Deputy Auditor General (Special Sector Audit Wing) Local.	56	The Deputy Auditor General (CA&E). Local.
3	The Deputy Auditor General (IRV&MT). Local.	57	The Deputy Auditor General (Defence Services) Local.
4	The Deputy Auditor General (Policy) Local	58	The Deputy Auditor General (IR&C). Local.
5	The Director General (B&A). Local.	59	The Director General (FAO). Local.
6	The Director IR&C. Local.	60	The Controller General Accounts. Islamabad.
7	The Accountant General Pakistan Revenues (AGPR). Islamabad.	61	The Railways Accounts, (Railways Board), Islamabad.
8	The Chief Accounts Officer, Foreign Office. Islamabad.	62	The Director General Audit (Federal Government). Islamabad.
9	The Director General Audit, Disaster Management. Islamabad.	63	The Director General Foreign And International Audit. Islamabad.
10	The Chief Accounts Officer, PPO, Islamabad.	64	The Director, Pakistan Audit & Accounts Academy, Islamabad.
11	The Director Zakat Audit. Islamabad.	65	The Director (Budget & Accounts). Pak PWD. Islamabad.
12	The Director General Audit. Works (Federal). Islamabad.	66	The Director (Finance). NESCOM. Islamabad.
13	The Member Finance. NESCOM. Islamabad.	67	The Member Finance. PAEC. Islamabad.
14	The Director General Audit (Defence Services). Rawalpindi.	68	The Director District Audit. Regional Office. Rawalpindi.
15	The MAG. Rawalpindi.	69	The CMA. HIT Board, Taxila. Rawalpindi.
16	The Divisional Accounts Office, Pakistan Railways, Rawalpindi.	70	The Divisional Audit Office. Pakistan Railways, Rawalpindi.
17	The Chief Account Officer. Custom, Rawalpindi.	71	The Director General Commercial Audit & Evaluation, Wah Cantt. Rawalpindi.
18	The CMA, POF, Wah Cantt. Rawalpindi.	72	The Director Audit. District Government, Abbottabad.
19	The Dy. Auditor General (Central). Lahore.	73	The Accountant General Punjab. Lahore.
20	The AGPR. Sub Office. Lahore	74	The Director General Audit, Punjab. Lahore.

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21	The Deputy Director Audit (Federal Government), Lahore.	75	The Director General, Accounts Works, Lahore.
22	The Director General Audit Works (Provincial), Lahore.	76	The Director General, (PT&T) Audit, Lahore.
23	The Director General Audit Custom and Petroleum, Lahore.	77	The Director General Audit, Railways, Lahore.
24	The DG Audit, Commercial & Evaluation (North), Lahore.	78	The Director General Audit, WAPDA, Lahore.
25	The Director General Inland Revenue (North) Lahore.	79	The Rector, Pakistan Audit & Accounts Academy, Lahore.
26	The DG Audit, Performance Audit Wing (PAW), Lahore.	80	The Director Audit, (Defence Services), Lahore.
27	The Director General Audit, Distt. Government Punjab (North), Lahore.	81	The Dy. Director (Zakat Audit), Lahore.
28	The Director Postal Accounts, Lahore.	82	The Controller Local Audit, Defence services, Lahore
29	The Controller Military Accounts (Lahore Command), Lahore.	83	The Finance Advisor & Chief Accounts Officer, Pakistan Railway, Lahore.
30	The Controller Military Pensions (CMP), Lahore.	84	The Finance Advisor & Chief Accounts Officer (Revenue), Pakistan. Railway, Lahore.
31	The Finance Advisor & Chief Accounts Officer (M&S), Pakistan Railway, Lahore.	85	The Chief Internal Auditor, Pakistan Railways, Lahore.
32	The Deputy Auditor General (South), Karachi.	86	The Accountant General Sindh, AG Sindh, Karachi.
33	The Director General, Pakistan Revenues (Sub Office), DGPR, Karachi	87	The Director General Audit, Inland Revenue (South), Karachi
34	The Director General Audit Sindh, Karachi.	88	The Director General Audit, Defence Services (South), Karachi.
35	The Director General Commercial Audit & Evaluation (South), Karachi.	89	The Director Audit (Federal Government), Karachi
36	The Director General Audit (Local Councils) Sindh, Karachi.	90	The Director Audit & Accounts Training Institute, Karachi.
37	The Director General Disst. Audit Sindh, Karachi.	91	The Director Audit, PT&T, Karachi.
38	The Director Audit, Custom And Petroleum, Karachi	92	The Director Audit Works, (Federal), Karachi
39	The Divisional Account Officer, Pakistan Railways, Karachi	93	The Controller Military Accounts (KC), Karachi.
40	The Controller Naval Accounts, Karachi.	94	The Deputy Controller Air Force Accounts (CAAF), Karachi
41	The Deputy Auditor General (North), Peshawar.	95	The Accountant General, KPK, Peshawar.
42	The AGPR, Sub Office, Peshawar.	96	The Director General Audit, Khyber Pakhtunkhwa, Peshawar.
43	The Director Audit (Federal Government), Peshawar.	97	The Director Audit & Accounts Academy, Peshawar

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44	The Director General Disst. Audit KPK, Peshawar.	98	The Controller of Accounts, Air Force, (CAAF), Peshawar.
45	The Controller Military Accounts, KPK, Peshawar.	99	The Deputy CMA, Abbottabad.
46	The AGPR, Sub Office, Quetta.	100	The Accountant General Balochistan, Quetta.
47	The Director General Audit, Baluchistan, Quetta.	101	The Director General Audit (Local Councils), Baluchistan, Quetta.
48	The Director, Pakistan Audit & Accounts Academy, (PAAA), Quetta.	102	The Controller Military Accounts, Quetta.
49	The Divisional Account Officer, Pakistan Railways, Quetta.	103	The Deputy Director Audit (Federal Government), Quetta.
50	The Accountant General AJK, Muzaffarabad.	104	The Director General Audit, AJK, Muzaffarabad.
51	The Accountant General Gilgit Baltistan, Gilgit.	105	The Director General Audit Gilgit Baltistan, Gilgit.
52	The Controller Military Accounts, Gilgit Baltistan, Gilgit.	106	The AGPR, Sub Office, Gilgit Baltistan
53	The Director General Audit, District Govt. Punjab (South), Multan.	107	The Controller Military Accounts, Multan.
54	The Divisional Accounts Officer, Pakistan Railways, Multan.	108	The Director Audit, Disaster Management, Abbottabad.

Subject: **UPDATION OF HRMIS DATA BY PAAS OFFICERS**

Please refer to this office letters No. 01/HRMIS/Vol-I/2017/69 dated 09.08.2017, 01/HRMIS/Vol-I/2017/10 dated 31.10.2017 and 01/HRMIS/Vol-I/2017/25 dated 16.01.2018 on the subject cited above.

2. A requisite proforma is attached here to update the HRMIS system. All the head of departments are accordingly requested to complete the proforma from PAAS officers of BS 19, 20 and 21 working under their control and send to this office within 20 days. The worthy Auditor General of Pakistan has again taken a very serious view of the situation and the unresponsive behavior of the officers and has directed that the attached proforma must be filled and signed by every officer before sending. In case of incomplete/incorrect proforma, the officer will held personally responsible.

3. This issues with the approval of the worthy Auditor General of Pakistan.

(Adnan Rafique)
Director General (HRM)

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HRMIS Form (Inter Departmental Cadre)

Note: Please fill the form neatly. Tick appropriate option where options are given. Please provide complete information with correct spelling.

Part - I Employee Basic Data

Note: Tick appropriate option where options are given.

i)	CNIC				II) Personnel Number				
iii)	First Name			iv) Middle Name		v) Last Name			
vi)	Father First Name			vii) Middle Name		viii) Last Name			
xi)	Gender	Male	Female		E.mail.Address				
x)	Domicile Province				xi) Domicile District				
xii)	Date of Birth	DD)	MM)	YY)	Date Entry into PAAS	DD)	MM)	YY)	
xiii)	Date of Entry in Service	DD)	MM)	YY)					
xiv)	Temporary/Mailing Address								
xv)	Permanent Address								
xvi)	Phone Residence			xvii) Phone Office					
xviii)	Mobile Number			xix) Fax Office					
xx)	Current Posting					xxi) CTP			
xxii)	Posting place				xxiii) BPS		xxiv) Seniority No.		

Signature of the officer

Part -II Basic Qualification

Sr. No.	Details Required	Education Level					
		Matriculation	Intermediate	Bachelor	Master	MS or M.Phil	Other
i)	Degree Type Local/ Foreign						
ii)	Degree Name (As mentioned on Degree or Transcript)						
iii)	Field (Science, Pre Eng, Arts, Finance, Accounting etc)						
iv)	Start Year						
v)	End Year						
vi)	Passing Year						
vii)	University/College						
viii)	Marks Percentage						
xi)	CGPA/Division						
x)	District of Institution						
xi)	Country of Institution						
xii)	Degree Status Pass/ Incomplete						
xii)	Fund Source/Sponsor (For Example: GOP, PIFRA, USAID , Self etc)						

Signature of the officer

Part - III Trainings/Workshops/Certificates

Sr. No.	Course Title	Institute	Organizer	City/Country	Sponsor (For Example: GOP, PIFRA, USAID etc)	Date	
						From	TO
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Signature of the officer

609

Part – IV International Experience

Sr.No	Post Held	Organization Name	Nature of International Experience (Name)	Organization Type	City	Country	Date	
				Mission Audit/SAI/UNIDO/ OPCW/Others			From	To
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Signature of the officer

Part - V Posting and Transfers

Sr. No	From	To	Post Held	Office/Department	Type Audit/Accounts /Other	BPS	City/Place of Posting	Country
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Note: Please add sheet if posting & transfers data is more than 34.

Signature of the Officer

Office of the

AUDITOR GENERAL OF PAKISTAN
CONSTITUTION AVENUE, ISLAMABAD
HRMIS Section

No. 01/HRMIS/Vol-I/2017/49 Date: August 30, 2018

Sr No.	Name of Office	Sr No.	Name of Office
1	The Director General Audit (Defence Services), Rawalpindi.	44	The Director District Audit, Regional Office, Rawalpindi.
2	The Military Accountant General (MAG), Rawalpindi.	45	The CMA, HIT Board, Taxila, Rawalpindi.
3	The Divisional Accounts Office, Pakistan Railways, Rawalpindi.	46	The Divisional Audit Office, Pakistan Railways, Rawalpindi.
4	The Chief Account Officer, Custom, Rawalpindi.	47	The Director General Commercial Audit & Evaluation, Wah Cantt. Rawalpindi.
5	The CMA, POF, Wah Cantt. Rawalpindi.	48	The Director Audit, District Government, Abbottabad.
6	The Dy. Auditor General (Central), Lahore.	49	The Accountant General Punjab, Lahore.
7	The AGPR, Sub Office, Lahore	50	The Director General Audit, Punjab, Lahore.
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9	The Director General Audit Works (Provincial), Lahore.	52	The Director General, (PT&T) Audit, Lahore.
10	The Director General Audit Custom and Petroleum, Lahore.	53	The Director General Audit, Railways, Lahore.
11	The DG Audit, Commercial & Evaluation (North), Lahore.	54	The Director General Audit, WAPDA, Lahore.
12	The Director General Inland Revenue (North) Lahore.	55	The Rector, Pakistan Audit & Accounts Academy, Lahore.
13	The DG Audit, Performance Audit Wing (PAW), Lahore.	56	The Director Audit, (Defence Services), Lahore.
14	The Director General Audit, Distt. Government Punjab, Lahore.	57	The Dy. Director (Zakat Audit), Lahore.
15	The Director Postal Accounts, Lahore.	58	The Controller Local Audit, Defence services, Lahore.
16	The Controller Military Accounts (Lahore Command), Lahore.	59	The Finance Advisor & Chief Accounts Officer, Pakistan Railway, Lahore.

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17	The Controller Military Pensions (CMP), Lahore.	60	The Finance Advisor & Chief Accounts Officer (Revenue), Pakistan. Railway, Lahore.
18	The Finance Advisor & Chief Accounts Officer (M&S), Pakistan Railway, Lahore.	61	The Chief Internal Auditor, Pakistan Railways, Lahore.
19	The Deputy Auditor General (South), Karachi.	62	The Accountant General Sindh, AG Sindh, Karachi.
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22	The Director General Commercial Audit & Evaluation (South), Karachi.	65	The Director Audit (Federal Government), Karachi
23	The Director General Audit (Local Councils) Sindh, Karachi.	66	The Director Audit & Accounts Training Institute, Karachi.
24	The Director General Disst. Audit Sindh, Karachi.	67	The Director Audit, PT&T, Karachi.
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41	The Divisional Accounts Officer, Pakistan Railways, Multan.	84	The Director Audit, District Government, Abbottabad.
42	The Director Audit, Disaster Management, Abbottabad.		

Subject: **UPDATION OF INFORMATION OF PA&AS OFFICERS IN HRMIS**

Kindly refer to this office letters No. i) 1/HRMIS/Vol-I/2017/10 dated 31-10-2017, ii) 1/HRMIS/Vol-I/2017/25 dated 16-01-2018, iii) 1/HRMIS/Vol-I/2017/29 dated 30-01-2018, iv) 1/HRMIS/Vol-I/2017/36 dated 19-03-2018, v) No. 1/HRMIS/Vol-I/2017/38 dated 02-05-2018 on the subject cited above.

2. A requisite proforma is attached here to update the HRMIS system. All the head of departments are accordingly requested to complete the proforma from all PA&AS Officers, working under your control and send to this office before 31st August, 2018. The worthy Auditor General of Pakistan has again taken a very serious view of irresponsive behavior of the officers and has directed that the attached proforma must be filled and signed by every officer before submission to head of their department to onward submission to this office. In case of incomplete/incorrect proforma, the officer will held personally responsible.

3. This issues with the approval of the worthy Auditor General of Pakistan.

Encl: As Above

Sardar Azmat Shafi
Director Genera(HRM)

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HRMIS Form (Inter Departmental Cadre)

Note: Please fill the form neatly. Tick appropriate option where options are given. Please provide complete information with correct spelling.

Part - I Employee Basic Data

Note: Tick appropriate option where options are given.

i)	CNIC				II) Personnel Number				
iii)	First Name			iv) Middle Name		v) Last Name			
vi)	Father First Name			vii) Middle Name		viii) Last Name			
xi)	Gender	Male	Female		E.mail.Address				
x)	Domicile Province				xi) Domicile District				
xii)	Date of Birth	DD)	MM)	YY)	Date Entry into PAAS	DD)	MM)	YY)	
xiii)	Date of Entry in Service	DD)	MM)	YY)					
xiv)	Temporary/Mailing Address								
xv)	Permanent Address								
xvi)	Phone Residence			xvii) Phone Office					
xviii)	Mobile Number			xix) Fax Office					
xx)	Current Posting					xxi) CTP			
xxii)	Posting place			xxiii) BPS		xxiv) Seniority No.			

Signature of the officer

Part -II Basic Qualification

Sr. No.	Details Required	Education Level					
		Matriculation	Intermediate	Bachelor	Master	MS or M.Phil	Other
i)	Degree Type Local/ Foreign						
ii)	Degree Name (As mentioned on Degree or Transcript)						
iii)	Field (Science, Pre Eng, Arts, Finance, Accounting etc)						
iv)	Start Year						
v)	End Year						
vi)	Passing Year						
vii)	University/College						
viii)	Marks Percentage						
xi)	CGPA/Division						
x)	District of Institution						
xi)	Country of Institution						
xii)	Degree Status Pass/ Incomplete						
xii)	Fund Source/Sponsor (For Example: GOP, PIFRA, USAID , Self etc)						

Signature of the officer

Part - III Trainings/Workshops/Certificates

Sr. No.	Course Title	Institute	Organizer	City/Country	Sponsor (For Example: GOP, PIFRA, USAID etc)	Date	
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Signature of the officer

Part – IV International Experience

Sr.No	Post Held	Organization Name	Nature of International Experience (Name)	Organization Type	City	Country	Date	
				Mission Audit/SAI/UNIDO/ OPCW/Others			From	To
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Signature of the officer

Part - V Posting and Transfers

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Sr. No	From	To	Post Held	Office/Department	Type Audit/Accounts /Other	BPS	City/Place of Posting	Country
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Note: Please add sheet if posting & transfers data is more than 34.

Signature of the Officer