

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
(HUMAN RESOURCE-II SECTION)

No. HR-II. 16(1)/2013-IIU- 3996

October 02 , 2013

CIRCULAR

The Human Resource Department has to process medical claims of employees and their dependents. Moreover, the information with regard to dependents is used to be provided to the Employees Welfare Fund Committee for consideration of loan for outdoor medical treatment etc.

2. Kindly find enclosed herewith a Personal Data Form (to be filled by employees in BPS-01 to 16). It is requested that the same may kindly be got filled in by all employees latest by October 31, 2013. The Form duly completed in all respect may kindly be sent to this office for completion of record.



(Rustam Khan)

Assistant Director (HR-II)

**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD**  
**(HUMAN RESOURCE-II SECTION)**

**DETAIL OF EMPLOYEE:-**

Name: \_\_\_\_\_

Father's/Husband Name : \_\_\_\_\_

Designation & BPS: \_\_\_\_\_

Marital status: \_\_\_\_\_

Present address: \_\_\_\_\_

Permanent address : \_\_\_\_\_

**DETAIL OF DEPENDENTS :**

Name of Dependent	Relation with employee	Date of birth	Present Occupation with Deptt./Org.	Last Occupation with Deptt./Org.	Marital Status	NIC No.

In case any particular/information is found incorrect/false at any stage, I will be held responsible for initiating disciplinary action under IIU E&D Rules.

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

Attested by an officer not below than the rank of BPS-17