



# Federal Urdu University

of Arts, Science & Technology Karachi.

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## **Employee Data Collection Form**

### **Part-A. For Disbursement of Salaries and Other Payments**

*\* (Mandatory for All Employees)*

S. No.	Required Field	Required Information
1	Employee Name (In Block Letter)	
2	Father Name (In Block Letter)	
3	Designation & Grade	
4	Department	
5	CNIC Number	
6	Mobile Number	
7	Email Address	
8	Bank Name	
9	IBAN Number (Complete)	
10	Branch Name (With Branch Code)	

### **Part-B. For Disbursement of Rental Ceiling (Private Hiring)**

*\* (Only Mandatory for Permanent Employee)*

S. No.	Required Field	Required Information
1	Owner Name (In Block Letter) (As per Account Title)	
2	Owner CNIC Number	
3	Bank Name	
5	IBAN Number (Complete)	
4	Branch Name (With Branch Code)	

#### **Important Instructions:**

- 1. Incomplete Form will not be acceptable*
- 2. Part-B is not mandatory for Non-Permanent Employees*

#### **Employee Undertaking:**

I \_\_\_\_\_ hereby declare that the details furnished above are True and Correct to the best of my knowledge.

\_\_\_\_\_  
**Employee Signature**