

CAPITAL DEVELOPMENT AUTHORITY
(Administration Directorate)

No.CDA/DA-13(18)/Admin/2023/523

Islamabad, May 9, 2023

CIRCULAR

Subject:- **PROVISION OF EMPLOYEES DATA FOR ISSUANCE OF NEW SERVICE CARD.**

The Competent Authority has decided to issue new Computerized Service Card to all officers/ officials of Authority.

02. Therefore, all DG's / DDG's / Directors / Sectional Heads of CDA / MCI are requested to provide necessary information / documents in respect of all employees working under their Administrative control on prescribed proforma within 15 days positively for completion of task / assignment within stipulated time period. The requisite Proforma is also available on CDA's Website (www.cda.gov.pk) on word format. Soft copy of requisite Proforma on word format may also be provided through email on adcdaisb@gmail.com.

03. This may be treated as "**Most Urgent**".

Enclosed:- As above


(MOHSIN ZAHEER QURESHI)
Assistant Director (Administration)


09/05/2023

Distribution:-

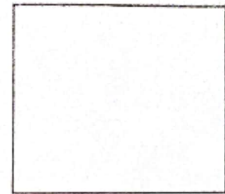
- Executive Director (Capital Hospital), CDA.
- All Director Generals.
- All Dy. Director Generals.
- All Directors.
- Principal (CDA Model School).
- Deputy Commissioner, CDA.
- Sr. Special Magistrate, CDA.
- Chief Complaint Officer, CDA.

Copy to:-

- i. P.S to Chairman, CDA.
- ii. P.S to Member (Admin), CDA.
- iii. P.S to F/A Member, CDA.
- iv. P.S to Member (P&D), CDA.
- v. P.S to Member (Inspection), CDA.
- vi. P.S to Member (Environment), CDA.
- vii. P.S to Member (Engineering), CDA.


Assistant Director (Administration)

**CAPITAL DEVELOPMENT AUTHORITY
(Administration Directorate)**



PROFORMA FOR ISSUANCE OF NEW COMPUTERIZED CDA SERVICE CARD

S.No	Description	Particulars
1.	Name of Employee	
2.	Father's / Husband Name	
3.	Designation	
4.	BPS	
5.	Directorate	
6.	CNIC	
7.	Employee No.	
8.	Resident Address	Present:
		Permanent:
9.	Cell No.	
10.	Date of Birth	
11.	Date of Appointment/ Promotion at Present Post.	
12.	Date of Superannuation	

Signature of Applicant

(To be verified by concerned office)

Certified that Mr./Miss./Mrs. _____ S/o-D/o-W/o _____ is a Regular/
Contract Employee of the Authority. It is also certified that above information given by the officer /
officials is correct.

**Signature of DG / DDG / Director Concerned
Name & Designation (With Stamp)**

Director (Administration), CDA.

Attested copies of following documents also annexed with Proforma:-

- i. Two recent photographs (1 attested from front side and 1 from back side).
- ii. Copy of appointment/ promotion/posting orders/ charge assumption / taken on strength orders.
- iii. Copy of CNIC.
- iv. Copy of recent Pay slip.
- v. Copy of CDA Card.

Note:- Old CDA ID Card (in original) will be deposited in Admin Directorate at the time of receiving of new Computerized CDA Identity Card. In case of lost previous Identity Card, Police Report shall be provided.