

FORM – 01**PERSONNEL DATA SHEET (PDS)**

(Instructions: i) To be filled up by the Person concern by type writing ii) Please Put initial on each page & Signature with seal on last page and hand over to the supervising Officer iii) Use separate sheets as per necessity)

Date of Data Entry (dd-mmm-yyyy)		:	
Date of First joining in Govt. Service		:	
Service ID		:	
Nature of employment		:	Revenue Temporary
Full Name (Capital Letter) (In normal order)		:	
Full Name (In Bengali)		:	
Nick Name		:	
Fathers' Name (In English)		:	
Fathers' Name (In Bengali)		:	
Mothers' Name (In English)		:	
Mothers' Name (In Bengali)		:	
Date of Birth (dd-mmm-yyyy)		:	
Place of Birth	House & Road	:	
	Village/ Ward/ Road	:	
	Upazila/ Thana	:	
	District	:	
Nationality		:	
National Identification Number (NID)		:	
Tax Identification Number (TIN)		:	
Religion		:	
Faction (Sunni / Shia / Tribal / Schedule Cast / Others, etc.)		:	
Gender		:	
Marital Status (Unmarried/ Married/ Widow/ Divorced/ Separated/ Single)		:	
Blood Group		:	
Freedom Fighter/ Child or Grand Child of Freedom Fighter		:	
BCS Batch		:	
Date of Encadrement (dd-mmm-yyyy)		:	
Permanent Address	House	:	
	Road	:	
	Village/ Ward	:	
	Post Office	:	
	Post Code	:	
	Upazila	:	
	Police Station	:	
	District	:	
Telephone Number	Office BTCL	:	
	Cell (Official)	:	
	Cell (Personal)	:	
	Residence	:	
e-mail	Official	:	
	Personal	:	

Spouse Information

Spouse Name (Capital Letter)		:	
Spouse Name (In Bengali)		:	
Date of Birth (dd-mmm-yyyy)		:	
Place of Birth	House & Road	:	
	Village/ Ward/ Road	:	
	Upazila/ Thana	:	
	District	:	
Nationality		:	
National Identification Number (NID)		:	
Tax Identification Number (TIN)		:	
Religion		:	
Faction (<i>Sunni / Shia / Tribal / Schedule Cast / Others, etc.</i>)		:	
Occupation		:	
Designation		:	
Organization		:	
Posting Place		:	
Service ID		:	
Telephone Number	Office BTCL	:	
	Cell (Official)	:	
	Cell (Personal)	:	
	Residence	:	
e-mail	Official	:	
	Personal	:	

Children Information

Child 01	Name (In English)	:			
	Name (In Bengali)	:			
	Gender	:			
	Date of Birth	:			
	Marital Status	:			
	Especially Abled	:	Yes	No	Type
	Deceased/ Widow	:			
Child 02	Name (In English)	:			
	Name (In Bengali)	:			
	Gender	:			
	Date of Birth	:			
	Marital Status	:			
	Especially Abled	:	Yes	No	Type
	Deceased/ Widow	:			

Languages (*Fluent/ Excellent/ Good/ Fair/ Poor/ No)

Language	Reading*	Writing*	Speaking*

Educational Qualification

Certificate/ Degree	Institute/ School	Board/ University	Major Subjects	Passing Year	Division/ Class/ CGPA
SSC					
HSC					
Graduation					
Masters					
PGD					
MPhil					
PhD					
Post-Doctoral					
Others					

Departmental Examination**Senior Scale Examination**

Date of Passing		Date of Passing	
1st Paper	:	1st Paper	:
2nd Paper	:	2nd Paper	:
3rd Paper	:	3rd Paper	:

Foreign Travel (Including Seminar/ Workshop/ Study tour/ Conference Attended)

Country visited	Purpose of visit	Course Type (Certificate/ Diploma/ Degree/ Expertise area)	Date From (dd-mm-yy)	Date To (dd-mm-yy)	Source of Funding

Additional Qualifications (Extra Curricular)

1.	
2.	
3.	

Publications

Type of publication *	Title	Published by	Date of publication (dd-mm-yy)

* Scientific/ Book/ Article/Periodicals

Honor/ Award

Honor/ Award name & brief description	Date of Award (dd-mm-yy)

Other Services (* International Organizations/ Private/ NGO/ GOVT./ Lien)

Organization	Address	Type *	Designation	Date From (dd-mm-yy)	Date To (dd-mm-yy)

Foreign Services (* International Organizations/ Private/ NGO/ GOVT./ Lien)

Designation	Organization	Country	Source of Fund	Date From (dd-mm-yy)	Date To (dd-mm-yy)

Lien/Deputation (* International Organizations/ Private/ NGO/ GOVT./ Lien)

Designation	Organization	Country	Source of Fund	Date From (dd-mm-yy)	Date To (dd-mm-yy)

Unresolved Audit Information

Audit Institute	Audit Year	Section No.	Audit objection Type Reported/Advance/General)	Objection heading	Amount of Taka in objection	Memo. No & date of Answer	Remarks

Departmental Proceedings

Description of Offence	Nature of Offence	Trial Status (Ongoing /Finished)	If finished, Verdict of Trial				Applied Authority and Date
			Dismissal/ Forced Retirement	Other Major Penalty	Minor Penalty	Exempted from Charge	

Governmental Liabilities

Sl. No.	Name of the Organization	Description of Governmental Liability	Amount	Recovery Authority	Remarks

Training Information (Both Foreign & Local)

Foreign Training								
Course title	Institute	Date from	Date to	Grade	Position	Source of Fund	Country	Place/District
Local Training								
Course title	Institute	Date from	Date to	Grade	Position	Source of Fund	Country	Place/District

Professional Membership Information

Membership ID Number	Professional body	Membership status

Service History

Date of Entry into Govt. Service	Entry Post	Date of gazette		Date of Encadrement	Name of cadre
		Class I	Class II		

Promotions

Date of Joining in Promoted Post	Pay Scale	Date of Promotion	Basic Pay before Promotion	At Present Basic Pay	Govt. Order No., Date and date of effectiveness	Pay fixation Chronologically	Present Salary

Particulars of Service Benefit Awarded / Obtained

TIME SCALE			SELECTION GRADE			REST & RECREATION	
Date of awarded With Order No & date	Previous pay scale	Awarded pay scale	Date of awarded	Previous pay scale	Awarded pay scale	Date enjoyed	
						From	
						To	
						From	
						To	
						From	
						To	

POSTING RECORDS (Starting from current post)

Organization	Designation	Promoted / Current Charge	Place of posting	Joining type (First Joining/Promotion/Transfer/Current charge)	Start Date	End Date	Pay Scale	Pay Last Drawn

EMERGENCY CONTACT

a) Name (In English)			
Name (In Bengali)			
Permanent Address	House		
	Road		
	Village/ Ward		
	Post Office		
	Post Code		
	Upazila		
	Police Station		
	District		
Telephone Number	Office BTCL		
	Cell (Official)		
	Cell (Personal)		
	Residence		
e-mail	Official		
	Personal		
b) Name (In English)			
Name (In Bengali)			
Permanent Address	House		
	Road		
	Village/ Ward		
	Post Office		
	Post Code		
	Upazila		
	Police Station		
	District		
Telephone Number	Office BTCL		
	Cell (Official)		
	Cell (Personal)		
	Residence		
e-mail	Official		
	Personal		

Signature with Date
Seal