**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 *(Sunni / Shia / Tribal / Schedule Cast / Others, etc.)* | : |  |
| 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\*** |
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**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** |
|  |  |  |  |  |  |
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**Additional Qualifications (Extra Curricular)**

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**Publications**

| **Type of publication \*** | **Title** | **Published by** | **Date of publication (dd-mm-yy)** |
| --- | --- | --- | --- |
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\* Scientific/ Book/ Article/Periodicals

**Honor/ Award**

|  |  |
| --- | --- |
| **Honor/ Award name & brief description** | **Date of Award (dd-mm-yy)** |
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**Other Services** (\* International Organizations/ Private/ NGO/ GOVT./ Lien)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization** | **Address** | **Type \*** | **Designation** | **Date From (dd-mm-yy)** | **Date To****(dd-mm-yy)** |
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**Foreign Services** (\* International Organizations/ Private/ NGO/ GOVT./ Lien)

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| --- | --- | --- | --- | --- | --- |
| **Designation** | **Organization** | **Country** | **Source of Fund** | **Date From (dd-mm-yy)** | **Date To****(dd-mm-yy)** |
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**Lien/Deputation** (\* International Organizations/ Private/ NGO/ GOVT./ Lien)

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| --- | --- | --- | --- | --- | --- |
| **Designation** | **Organization** | **Country** | **Source of Fund** | **Date From (dd-mm-yy)** | **Date To****(dd-mm-yy)** |
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**Unresolved Audit Information**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **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** |
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**Departmental Proceedings**

**Governmental Liabilities**

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| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Organization** | **Description of Governmental Liability** | **Amount** | **Recovery Authority** | **Remarks** |
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**Training Information (Both Foreign & Local)**

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| --- |
| **Foreign Training** |
| **Course title** | **Institute** | **Date from** | **Date to** | **Grade** | **Position** | **Source of Fund** | **Country** | **Place/ District** |
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| **Local Training** |
| **Course title** | **Institute** | **Date from** | **Date to** | **Grade** | **Position** | **Source of Fund** | **Country** | **Place/ District** |
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**Professional Membership Information**

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| --- | --- | --- |
| **Membership ID Number** | **Professional body** | **Membership status** |
|  |  |  |
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**Service History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Entry into Govt. Service** | **Entry Post** | **Date of gazette** | **Date of Encadrement** | **Name of cadre** |
| **Class I** | **Class II** |  |  |
|  |  |  |  |  |  |
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**Promotions**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |
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**Particulars of Service Benefit Awarded / Obtained**

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| --- | --- | --- |
| **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** | **Pay Drawn** |
|  |  |  |  |  |  | From |  |  |
| To |  |
|  |  |  |  |  |  | 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** |
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**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