

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-mm-yy) -

Date of First joining in Govt. Service

(dd-mm-yy) -

Gradation Number -

Nature of employment -

(Revenue permanent/ Revenue Temporary/ Development)

Full Name (In normal order) -

Called Name -

Fathers' Name -

Mothers' Name -

Date of Birth (dd-mm-yy) -

Place of Birth

-Village/Ward -

-Upazilla/Thana -

-District -

Nationality -

(Bangladeshi By Birth/ Bangladeshi By Immigration/others)

TIN -

National ID No. -

Faction -

(Sunni / Shia / Tribal / Schedule Cast / Others)

Gender - (Male/ Female)

Marital Status -

(Unmarried/ Married/ Widow/ Divorced/ Separated/Single)

Blood Group -

Religion -

Freedom Fighter

Departmental Exam. : Date of Passing

(For Cadre Officers)

1st Paper :

Cadre Name -

2nd Paper :

Batch -

3rd Paper :

Date of encadrement -

Senior Scale Exam. : Date of Passing

Permanent Address

1st Paper :

Village/ House, Road, City -

2nd Paper :

Post Office -

3rd Paper :

Post Code -

District -

Upazilla -

Police Station -

Telephone number (Office, Residence, Mobile)-

Email -

Spouse Information (* House wife, NGO, GOVT, Private, Business)

Name	Date of Birth (dd-mm-yy)	Place of Birth (Village/Ward, Upazilla/Thana, District)	TIN	National ID	Service ID	Phone No.

Spouse Information (Contd.)

Occupation*	Designation	Organization	Posting place (District)

Children Information

Name	Sex (Male/ Female)	Date of Birth (dd-mm-yy)	Age	Marital Status	Disable (Yes/ No)	Deceased/ Widow

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

Language	Read *	Write *	Speak *

Educational Qualifications

Certificate/ Degree	Institute/ School	University/ Board	Major Subjects	Year	Division/ Class/ GPA/ CGPA
Class-VIII/ IX/ X (For staff only)					
SSC					
HSC					
Diploma					
Graduation					
Masters					
Postgraduate diploma					
M Phil					
Ph.D					
Others					

Data Collection Form of Personnel Management Information System (PMIS) Module
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)

Qualification

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./ Lei an)

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

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

Sl. No.	Designation	Organization	Country	Source of Fund	Date From (dd-mm-yy)	Date To (dd-mm-yy)

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

Sl. No.	Designation	Organization	Country	Source of Fund	Date From (dd-mm-yy)	Date To (dd-mm-yy)

Unresolved Audit Information

Sl. No.	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

Sl. No.	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)

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

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 Date of awarded	Previous pay scale	Awarded pay scale	Date enjoyed	Pay Drawn
						From:	
						To:	
						From:	
						To:	
						From:	
						To:	

POSTING RECORDS (Starting from current post)

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

EMERGENCY CONTACT

a) Name----- Address-----Phone No.-----

b) Name----- Address-----Phone No.-----

Signature with Date
Seal