

**BANGLADESH BUREAU OF STATISTICS  
PERSONNEL DATA SHEET**

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<b>BBS ID</b>																			<b>GOVT. ID</b>														
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<b>GENERAL INFORMATION</b>																				
<b>NATIONAL ID</b>																				
<b>Name (in Capital Letter)</b>	<b>Bangla</b>																			
	<b>English</b>																			
<b>Father's Name</b>	<b>Bangla</b>																			
	<b>English</b>																			
<b>Mother's Name</b>	<b>Bangla</b>																			
	<b>English</b>																			
<b>Designation</b>						<b>TIN</b>														
<b>Current Posting</b>						<b>Location</b>					<b>District</b>					<b>Upazila</b>				
<b>Pay Wing/PayOffice</b>						<b>Cadre</b>														
<b>Project Director</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No					<b>Project Name (if yes)</b>														
<b>Date of Birth</b>						<b>PRL Date</b>					Auto calculation (1.date of birth+59 for General & 2.date of birth+60 for Freedom Fighter)									
<b>Joining Date</b>						<b>Post of 1<sup>st</sup> Joining</b>														
<b>Religion</b>						<b>Sex</b>					<input type="checkbox"/> Male <input type="checkbox"/> Female									
<b>Marital Status</b>	<input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Widow					<b>Home District</b>														
<b>Blood Group</b>						<b>Freedom Fighter</b>					<input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>Freedom Fighter No (Please attached the Certificate)</b>																				
<b>Child / Grand Child of Freedom Fighter</b>															<input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>Telephone (Office)</b>		<b>Telephone (Residence)</b>	
<b>Mobile Number</b>		<b>E-Mail Address</b>	
<b>Emergency Contact Number</b>			
<b>Contact Person's Name</b>		<b>Relation</b>	

### LANGUAGE INFORMATION

<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>

### PASSPORT DETAILS

<b>Passport Number</b>	<b>Place of Issue</b>	<b>Date of Issue</b>	<b>Date of Expire</b>

### DRIVING LICENSE DETAILS

<b>Driving License No</b>	<b>Place of Issue</b>	<b>Date of Issue</b>	<b>Date of Expire</b>

### SPOUSE INFORMATION

<b>Spouse Name</b>	<b>Bangla</b>		
	<b>English</b>		
<b>Occupation</b>		<b>Designation</b>	
<b>Organization</b>		<b>Location</b>	
<b>Home District</b>		<b>Blood Group</b>	
<b>Highest Education</b>			

<b>ADDRESS INFORMATION</b>			
<b><u>Permanent Address</u></b>			
<b>Village/House No. &amp; Road</b>			
<b>Post Office</b>		<b>Post Code</b>	
<b>Upazila/Thana</b>			
<b>District</b>		<b>Telephone</b>	

<b><u>Present Address</u></b>			
<b>Village/House No. &amp; Road</b>			
<b>Post Office</b>		<b>Post Code</b>	
<b>Upazila/Thana</b>			
<b>District</b>		<b>Telephone</b>	

<b>CHILDREN INFORMATION</b>			
<b>Name in English</b>	<b>Date of Birth</b>	<b>Sex</b>	<b>Blood Group</b>

<b>EDUCATIONAL QUALIFICATION (Most Recent First)</b>						
<b>Name of Institution</b>	<b>Board/ University</b>	<b>Principal Subject</b>	<b>Certificate/ Degree</b>	<b>Year</b>	<b>Division/ Class</b>	<b>GPA/ CGPA</b>

<b>IN-SERVICE (LOCAL) TRAINING (Most Recent First)</b>							
<b>Course Title</b>	<b>Institution</b>	<b>Location</b>	<b>Duration</b>		<b>Position</b>	<b>Sponsoring Agency</b>	<b>GO Number with Date</b>
			<b>From</b>	<b>To</b>			

<b>FOREIGN TOUR (Most Recent First)</b> (Including Training/Seminar/Workshop/Meeting/Conference/Study tour etc.)								
<b>Tour Type</b>	<b>Course Title</b>	<b>Institution</b>	<b>Country</b>	<b>Duration</b>		<b>Position</b>	<b>Sponsoring Agency</b>	<b>GO Number with Date</b>
				<b>From</b>	<b>To</b>			

<b>FOREIGN TRAVEL (Except those on Foreign Tour)</b>				
<b>Country Visited</b>	<b>Purpose</b>	<b>Duration</b>		<b>GO Number with Date</b>
		<b>From</b>	<b>To</b>	

<b>POSTING INFORMATION (Most Recent First)</b>					
<b>Post</b>	<b>District</b>	<b>Upazila/Thana</b>	<b>Duration</b>		<b>GO Number with Date</b>
			<b>From</b>	<b>To</b>	

<b>PROMOTION RECORD (Most Recent First)</b>				
<b>Designation</b>	<b>Joining Date</b>	<b>Nature of Promotion</b>	<b>Pay Scale</b>	<b>GO Number with Date</b>

<b>HONOUR &amp; AWARD</b>		
<b>Award Title</b>	<b>Ground/Subject</b>	<b>Date</b>

<b>DISCIPLINARY ACTION / CRIMINAL PROSECUTION</b>				
<b>Punishment Type</b>	<b>Punishment Date</b>	<b>Duration</b>		<b>GO Number with Date</b>
		<b>From</b>	<b>To</b>	

<b>PUBLICATION</b>						
<b>Books</b>	<b>Periodicals</b>	<b>Monographs</b>	<b>Journals</b>	<b>Name of Publication/Title</b>	<b>Place</b>	<b>Date</b>

<b>MEMBERSHIP DETAILS</b>	
<b>Name of Organization</b>	<b>Membership Type</b>

<b>SERVICE HISTORY</b>				
<b>Date of Govt. Service</b>	<b>Date of Gazetted</b>	<b>Encadrement Date</b>	<b>Notional Seniority</b>	<b>Cadre</b>

<b>ADDITIONAL PROFESIONAL QUALIFICATION</b>

- NB.**
1. Please Fill up the Personnel Data Sheet Pages-1 to 7.
  2. Please Enclose All Academic & Training Certificates & A Recent Passport Size Photo.
  3. Any Change Please Inform to MIS Cell, FA & MIS, Parisankhan Bhaban, E-27/A, Agargoan, Dhaka-1207 with a hard copy.

Telephone No.

Name & Signature of the Employee