# Bangladesh Agricultural Research Council Personnel Data Sheet for Staff

	GENERAL INFORMATION
Employee ID	National ID
Name (English)	Name (Bangla)
Father's Name	Mother's Name
Birth Date(dd/mm/yyyy)	Sex Male / Female
Marital Status	Religion
Home District	Present Designation
Present Grade	Date of Joining Present Grade (dd/mm/yyyy)
Present Organization	Date of Joining at Present Organization
Pay scale	Basic Salary
Job Description	Field of Specialization
Organization of First Joining in Public Service	Date of First Joining in Public Service(dd/mm/yyyy)
Freedom Fighter? Yes / No	Child/Grand Child of Freedom Fighter? Yes / No
Permanent Address	Present Address
Village/House No. & Road	Village/House No. & Road
Post Office	Post Office
Police Station	Police Station
District	District
Telephone No.	Telephone No.
*Mobile Phone Number	Mobile Phone Number
	e-mail Address

SPOUSE INFROMATION						CHILDREN INFO	RMATION	
Name in English	Occupation	Designation	Home District	Place of Posting		Name in English	Birth Date	Sex

# EDUCATIONAL QUALIFICATION

Degree/ Certificate	Institution	Passing year	Division/ Class/ Grade	GPA/ CGPA	Principal Subject	Distinction

### TRAINING INFORMATION (Long and Short Term)

Course Title	Venue/Location/Institution	Country	Sponsoring Agency	Per	riod	Grade	Position
				From	То		

#### **POSTING (Local and Abroad)**

Post/Designation	*Types of Posting (Regular/Deputation/ Lien/Osd/Other	Organization	Wing/Division		Country		riod	Pay Scale
	Lien/Osd/Other		/Unit	Posting		From	То	

#### JOB PARTICULARS

Position/Designation	Appointment/Promotion Date	Nature of Appointment/Promotion (Direct recruitment/Promotion)	National Pay Scale Grade

## LEAVE (Except CL) PARTICULARS

Types of Leave	From	То	Duration

#### DISCIPLINARY ACTIONS/CRIMINAL PROSECUTION

Category	Description	Present Status (P.I /R.P/ Judgment/ Appeal/Review/Revision)	Judgment	Final Judgment	Remarks
Departmental					
Anti-Corruption					
Criminal					

Relevant Experience (e.g. Computer)					