



# LAND REFORMS BOARD

## Management Information System

### PERSONAL INFORMATION SHEET FOR EMPLOYEE'S

ID No. :

#### GENERAL INFORMATION

1. TITLE \* :  MR.  MRS.  MS.

2. NAME IN ENGLISH :     
(First Name \*) (Middle Name) (Last Name)

3. DESIGNATION :

4. ID NO (CADER) :

5. NAME IN BANGLA :

6. FATHER'S NAME :

7. MOTHER'S NAME :

8. DATE OF BIRTH \* :  |  |  (Day | Month | Year)

10. PLACE OF BIRTH :

11. BIRTH DISTRICT \*

12. GENDER \* :  MALE  FEMALE

13. HOME DISTRICT \*

14. MARITAL STATUS \* :  SINGLE  MARRIED  DIVORCED  WIDOWED  OTHERS

15. RELIGION \* :  ISLAM  HINDU  CHRISTIAN  BUDDHIST  OTHERS

16. NID NO. :

17. BLOOD GROUP \*

18. NATIONALITY :

19. FREEDOM FIGHTER:  YES  NO

20. CHILD / GRAND CHILD OF FREEDOM FIGHTER :

YES  NO

21. TIN NO :

#### SPOUSE INFORMATION

1. NAME IN ENGLISH :

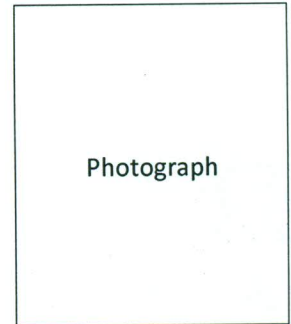
2. HOME DISTRICT :

3. OCCUPATION :  SERVICE  BUSINESS  HOUSE WIFE  STUDENT  OTHERS

4. ORGANIZATION :

5. DESIGNATION :

6. WORK LOCATION :



Photograph



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### CHILDREN INFORMATION

NAME OF CHILDREN	DATE OF BIRTH	GENDER

### CONTACT INFORMATION

PRESENT ADDRESS		PARMANENT ADDRESS	
VILL /HOUSE NO		VILL /HOUSE NO	
ROAD/BLOCK		ROAD/BLOCK	
UPAZILA/SECTION		UPAZILA/SECTION	
POLICE STATION		POLICE STATION	
POST OFFICE		POST OFFICE	
POST CODE		POST CODE	
DISTRICT		DISTRICT	
TELEPHONE NO		TELEPHONE NO	
MOBILE NO		MOBILE NO	
FAX NO			
EMAIL ADDRESS			

### EDUCATION INFORMATION

INSTITUTE	SUBJECT	DEGREE	PASSING YEAR	CLASS / DIVISION	GPA/ CGPA	DISTINCTION



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### LANGUAGE INFORMATION

LANGUAGE	READ	WRITE	SPEAK

### SERVICE HISTORY (CADER/ NON-CADER OFFICER ONLY)

GOVT. SERVICE DATE	GAZETTED DATE	ENCADREMENT DATE	CADRE	BATCH	POSITION	SALARY SCALE	LPR /PLR DATE

### SERVICE HISTORY (3<sup>RD</sup> / 4<sup>TH</sup> CLASS EMPLOYEE)

DATE OF JOINING	SALARY SCALE	DATE OF TIME SCALE	GRADATION NUMBER

### OTHER SERVICE INFORMATION (BEFORE JOINING CADER SERVICE/GOVERNMENT SERVICE)

NAME OF EMPLOYER	EMPLOYER ADDRESS	TYPE OF SERVICE	POSITION	PERIOD FROM	PERIOD TO

### PROMOTION HISTORY

RANK	PROMOTION DATE	G. O DATE	NATURE OF PROMOTION	PAY SCALE

### LOCAL POSTING

POST	DESIGNATION	POSTING PLACE	FROM	TO	PAY SCALE



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### FOREIGN POSTING

DESIGNATION	ORGANIZATION	COUNTRY	FROM	TO

### LOCAL TRAINING

COURSE TITLE	INSTITUTE	FROM	TO	GRADE	POSITION	ARRANGED BY

### FOREIGN TRAINING

COURSE TITLE	INSTITUTE	COUNTRY	FROM	TO	GRADE	POSITION	ARRANGED BY

### FOREIGN TRAVEL

COUNTRY	TRAVEL PURPOSE	ARRANGED BY	TO	FROM

### HONORS & AWARDS

TITLE OF AWARD	GROUND	DATE

### PUBLICATIONS

PUBLICATION TYPE	PUBLICATION TITLE	DATE	BRIEF DESCRIPTION



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### ADDITIONAL QUALIFICATION

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### DISCIPLINARY ACTION

NATURE OF OFFENCE	PUNISHMENT	DATE	REMARKS

### ACR INFORMATION (LAST FIVE YEARS)

YEAR	FROM DATE	TO DATE	STATUS	REMARKS

### LEAVE (EXCEPT CL) PARTICULARS

NATURE OF LEAVE	FORM	TO	DURATION

SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

SEAL :

**NB:** ADDITIONAL PAGE CAN BE USED IF REQUIRED.