**Personal Management Information System (PMIS)**

**Unit/Institute Name:**

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee ID/Code |  |  | |
| Employee Name |  |  | |
| Father’s Name |  | Employee Photo | |
| Mother’s Name |  |
| Birth Date |  |
| Home District |  |  | |
| Gender |  | Signature  (Scanned Signature) |  |
| National ID No |  | Blood Group |  |
| Cell No |  | Passport No |  |
| Email |  | Marital Status |  |
| GPF/CPF No |  | Religion |  |
| Field of Specialization |  | Driving License No |  |

Table 1- Personal Information

# Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Present Address** | | **Permanent Address** | | **Emergency Contact** | |
| Address |  | Address |  | Name |  |
| Post Office |  | Post Office |  | Relation |  |
| Police Station |  | Police Station |  | Address |  |
| District |  | District |  | Phone |  |
| Upazila |  | Upazila |  | Cell No |  |
| Tel No |  | Tel No |  | Email |  |

Table 2- Contact Information

# Joining Information

|  |  |  |  |
| --- | --- | --- | --- |
| Rank/Class |  | Grade |  |
| Post/Designation |  | Batch |  |
| Joining Subject |  | Joining Date |  |
| Office Name |  | PRL Date |  |
| Division Name |  | Notification/Order No. & Date |  |
| Section Name |  | Merit Position |  |
| District |  | Confirmation Date |  |
| Upazila |  | Gazetted Date |  |
| Job Nature | Revenue/Development/Other | Endorsement Date |  |

Table 3- Joining Information

# Spouse and Children Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Spouse Information** | | **Children Information** | | | | |
| Spouse Name |  | Child Name | Gender | Birth Date | Birth Place  (Country/District) | Remarks |
| Home District |  |  |  |  |  |  |
| Occupation |  |  |  |  |  |  |
| Designation |  |  |  |  |  |  |
| Org Name |  |  |  |  |  |  |
| Org Address |  |  |  |  |  |  |
| Cell No |  |  |  |  |  |  |

Table 4- Spouse and Children Information

# Education Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Group/Department** | **Board/University** | **Passing**  **Year** | **Result**  **(Division/GPA/CGPA)** | **Distinction** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 5- Education Information

# Training Information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type**  **(Local/Foreign)** | **Title** | **Institution** | **Country** | **Start Date** | **End Date** | **Grade** | **Position** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Table 6- Training Information

# Workplace/Posting Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Workplace Status** | **S/N** | **Working Unit** | **Working Division** | **Working Section** | **District** | **Upazila** | **From Date** | **To Date** | **Till Today** | **Posting Unit** | **Designation** | **Remarks**  **(**e.g., Attachment/ Transfer/Promotion etc.**)** |
| Present | 1 |  |  |  |  |  |  |  |  |  |  |  |
| Previous | 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |

Table 7- Workplace/Posting Information

# ACR Information (For office use only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Reporting Year** | **Submitted (Yes/No)** | **Submitted Date** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 8- ACR Information

# Promotion Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation** | **Nature**  **(Regular/Selection Grade/Sr. Grade/Natural)** | **Promotion Date** | **Notification/Order No.** | **Notification/Order Date** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 9- Promotion Information

# Achievement

**A. Journal Article**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Publishing Year** | **Description** |
| JA-1 |  |  |
| JA-2 |  |  |
| JA-3 |  |  |
| JA-4 |  |  |
| JA-5 |  |  |
| JA-6 |  |  |

Table 10(a)- Journal Article

**B. Conference Proceedings**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Publishing Year** | **Description** |
| CP-1 |  |  |
| CP-2 |  |  |
| CP-3 |  |  |
| CP-4 |  |  |
| CP-5 |  |  |

Table 10(b)- Conference Proceedings

**C. Developed Process**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Year of Acceptance** | **Description (including reference)** |
| DP-1 |  |  |
| DP-2 |  |  |
| DP-3 |  |  |
| DP-4 |  |  |
| DP-5 |  |  |

Table 10(c)- Developed Process

**D. Patent/Copyright**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Year of Acceptance** | **Description (including reference)** |
| P-1 |  |  |
| P-2 |  |  |
| P-3 |  |  |

Table 10(d)- Patent/Copyright

**E. Books/Book Chapters**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Publishing Year** | **Description** |
| B-1 |  |  |
| B-2 |  |  |
| B-3 |  |  |

Table 10(e)- Books/Book Chapters

**F. Method Validation**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Year of Acceptance** | **Description (including reference)** |
| M-1 |  |  |
| M-2 |  |  |
| M-3 |  |  |

Table 10(f)- Method Validation

**G. Award/Grant**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Year** | **Description (including reference)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 10(g)- Award/Grant

**H. Other Achievements (If any)**

|  |  |  |
| --- | --- | --- |
| **S/N** | **Year** | **Description (including reference)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Table 10(h)- Other Achievements (If any)

# Leave/Deputation Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **From** | **To** | **Description** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 11- Leave/Deputation Information

# Former/Other Service

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer Name** | **Address** | **Service Type** | **Designation** | **From** | **To** | **Till Today** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Table 12- Former/Other Service

# Other Activities/Assignment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work/Job Nature** | **Role** | **From** | **To** | **Till Today** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Table 13- Other Activities/Assignment

# Disciplinary Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Occurrence** | **Date** | **Action** | **Punishment** | **Memo No& Date** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 14- Disciplinary Information