

DNCC Personnel Data Sheet

1. Employee Basic Information

Employee Attendance Device ID :

Employee Name :

Job Location :

Department (English) :

Department (বাংলা) :

Home District :

Date of birth (Example: D/M/Y) :

Freedom Fighter Family Status : Yes No

Passport Number :

Passport Expire Date :

Birth Certificate Number :

Police Verification Status : Yes No

2. Current Job Information

Current Position Join Date :

Salary Grade :

3. Joining Job Information

Joining Date :

Employee Class :

Salary Grade :

4. Family Information

Spouse Name (English) :

Spouse Name (বাংলা) :

| | | |
|-----------------------------|---|--|
| Spouse Home District | : | |
| Spouse Occupation (English) | : | |
| Spouse Occupation (বাংলা) | : | |
| Organization (English) | : | |
| Organization (বাংলা) | : | |
| Designation (English) | : | |
| Designation (বাংলা) | : | |
| Location | : | |
| Contact No | : | |

5. Children Information

| | | |
|------------------------|---|---|
| Child Name 1 (English) | : | |
| Child Name 1 (বাংলা) | : | |
| Date of Birth | : | |
| Gender | : | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Child Name 2 (English) | : | |
| Child Name 2 (বাংলা) | : | |
| Date of Birth | : | |
| Gender | : | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Child Name 3 (English) | : | |
| Child Name 3 (বাংলা) | : | |
| Date of Birth | : | |
| Gender | : | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Child Name 4 (English) | : | |
| Child Name 4 (বাংলা) | : | |
| Date of Birth | : | |
| Gender | : | Male <input type="checkbox"/> Female <input type="checkbox"/> |

6. Academic Information

A.

| | | |
|------------------------------|---|--|
| Exam / Degree (English) | : | |
| Exam / Degree (বাংলা) | : | |
| Major (English) | : | |
| Major (বাংলা) | : | |
| Institute (English) | : | |
| Institute (বাংলা) | : | |
| Board / University (English) | : | |
| Board / University (বাংলা) | : | |
| Grade / Marks | : | |
| Out Of | : | |
| Percentage | : | |
| Year of Passing | : | |

B.

| | | |
|------------------------------|---|--|
| Exam / Degree (English) | : | |
| Exam / Degree (বাংলা) | : | |
| Major (English) | : | |
| Major (বাংলা) | : | |
| Institute (English) | : | |
| Institute (বাংলা) | : | |
| Board / University (English) | : | |
| Board / University (বাংলা) | : | |
| Grade / Marks | : | |
| Out Of | : | |

| | | |
|-----------------|---|--|
| Percentage | : | |
| Year of Passing | : | |

C.

| | | |
|------------------------------|---|--|
| Exam / Degree (English) | : | |
| Exam / Degree (বাংলা) | : | |
| Major (English) | : | |
| Major (বাংলা) | : | |
| Institute (English) | : | |
| Institute (বাংলা) | : | |
| Board / University (English) | : | |
| Board / University (বাংলা) | : | |
| Grade / Marks | : | |
| Out Of | : | |
| Percentage | : | |
| Year of Passing | : | |

7.Nominee Information

A.

| | | |
|--------------------------|---|--|
| Nominee Name 1 (English) | : | |
| Nominee Name 1 (বাংলা) | : | |
| Father's Name (English) | : | |
| Father's Name (বাংলা) | : | |
| Mother's Name (English) | : | |
| Mother's Name (বাংলা) | : | |
| National Id | : | |
| Contact No | : | |

| | | |
|-----------------------------|---|--|
| Present Address (English) | : | |
| Present Address (বাংলা) | : | |
| Permanent Address (English) | : | |
| Permanent Address (বাংলা) | : | |

B.

| | | |
|---------------------------|---|--|
| Nominee Name 2 (English) | : | |
| Nominee Name 2 (বাংলা) | : | |
| Father's Name (English) | : | |
| Father's Name (বাংলা) | : | |
| Mother's Name (English) | : | |
| Mother's Name (বাংলা) | : | |
| National Id | : | |
| Contact No | : | |
| Present Address (English) | : | |
| Present Address (বাংলা) | : | |

| | | |
|-----------------------------|---|--|
| Permanent Address (English) | : | |
| Permanent Address (বাংলা) | : | |

8. Government Service (Deputation)

| | | |
|--------------------------------|---|--|
| Joining Designation (English) | : | |
| Joining Designation (বাংলা) | : | |
| Services Sector (English) | : | |
| Services Sector (বাংলা) | : | |
| Date of Govt. Services Joining | : | |
| DNCC Joining Date | : | |

9. Other Service

| | | |
|----------------------------|---|---------------------------|
| Employer Name (English) | : | |
| Employer Name (বাংলা) | : | |
| Designation (English) | : | |
| Designation (বাংলা) | : | |
| Types of Service (English) | : | |
| Types of Service (বাংলা) | : | |
| Address (English) | : | |
| Address (বাংলা) | : | |
| Job Duration (dd/mm/yy) | : | From <input type="text"/> |
| | | To <input type="text"/> |

10. Foreign Travel

| | | |
|---------------------|---|--|
| Title (English) | : | |
| Title (বাংলা) | : | |
| Country (English) | : | |
| Country (বাংলা) | : | |
| Institute (English) | : | |
| Institute (বাংলা) | : | |

Travel Duration (dd/mm/yy) : From To