

**miKvwi Kg©Pvixi PvKzwi msµvšÍ Z\_¨vw`**

**( Kg©Pvix KZ…©K c~ibxq)**

|  |  |
| --- | --- |
| **1.0 cÖv\_wgK Z\_¨vw` (Primary Information)** | |
| * **Kg©Pvixi bvg (evsjv) [Name of Employee (Bangla)]** |  |
| * **c`ex (Rank)** |  |
| * **RvZxq cwiPqcÎ b¤^i (National ID Number)** |  |
| * **Rb¥ZvwiL (Date of Birth)** |  |
| * **miKvwi PvKzwi‡Z cÖ‡e‡ki aiY**   **(Type of entry in government service )**  **( cÖ‡hvR¨wU‡Z wUK w`b)** | ¯’vqx c‡`i wecix‡Z mivmwi wb‡qvM  †emiKvwi wkÿv cÖwZôvb n‡Z RvZxqKiYK…Z  †emiKvwi/AvavmiKvwi cÖwZôvb n‡Z miKvwi c‡` AvZœxK…Z  Dbœqb cÖKí n‡Z ivR¯^ Lv‡Z ¯’vbvšÍwiZ |

**2.0 e¨w³MZ, cvwievwiK I e¨vsK G¨vKvD›U msµvšÍ Z\_¨vw` [Personal, Family and Bank Account Related Information]**

**2.1 e¨w³MZ Z\_¨vw` [Personal Information]**

|  |  |
| --- | --- |
| * **wj½ (Gender)** | cyiæl(Male) gwnjv (Female) Ab¨vb¨ (Others) |
| * **wcZvi bvg (Bs‡iwR) [Father’s Name (English)]** |  |
| * **gvZvi bvg (Bs‡iwR) [Mather’s Name (English)]** |  |
| * **ag© (Religion)** | Bmjvg wn›`y †eŠ× wLª÷vb Ab¨vb¨  (Islam) (Hindu) (Buddhist) (Christian) (Others) |
| * **ˆeevwnK Ae¯’v (Marital Status)** | weevwnZ AweevwnZ weaev wecZœxK Ab¨vb¨  (Married) (Unmarried) (Widow) (Widower) (Others) |
| * **†gvevBj †dvb b¤^i (Mobile Phone Number)** |  |
| * **B-‡gBj wVKvbv (hw` \_v‡K) [e-Mail Address (if any)]** |  |
| * **B-wUAvBGb b¤^i (hw` \_v‡K) [e-TIN Number (if any)]** |  |

**2.2 cvwievwiK Z\_¨vw` [Family Information]**

**2.2.1 ¯^vgx/¯¿x m¤úwK©Z Z\_¨vw` (Particulars of Spouse)**

|  |  |  |
| --- | --- | --- |
| **RvZxq cwiPqcÎ b¤^i**  **(National ID Number)** | **Rb¥ ZvwiL**  **(Date of Birth)** | **bvg (evsjv)**  **[Name (Bangla)]** |
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|  |  |  |

**2.2.2 mšÍvb m¤úwK©Z Z\_¨vw` (Particulars of Children)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **cwiwPwZ aib**  (**Type of Registration)** | **Rb¥ wbeÜb/**  **RvZxq cwiPqcÎ b¤^i**  **(Birth Registration/NID Number)** | **Rb¥ZvwiL**  **(Date of Birth)** | **m¤úK©**  **(Relation)** | **bvg (evsjv)**  **Name (Bangla)** | **bvg (Bs‡iwR)**  **Name (English)** |
| Birth Registration  NID | 1. |  |  |  |  |
| Birth Registration  NID | 2. |  |  |  |  |
| Birth Registration  NID | 3. |  |  |  |  |

**2.2.3 cÖwZeÜx mšÍvb m¤úwK©Z Z\_¨vw` (hw` \_v‡K) [Particulars of Disabled Child (if any)]**

|  |  |  |  |
| --- | --- | --- | --- |
| **cÖwZeÜx mšÍv‡bi cwiwPwZ b¤^i**  **(Identification Number of Disabled Child)** | **Rb¥ZvwiL**  **(Date of Birth)** | **wj½**  **(Gender)** | **bvg (evsjv)**  **Name (Bangla)** |
| **1.** |  |  |  |
| **2.** |  |  |  |

**2.3 e¨vsK msµvšÍ Z\_¨vw` [Bank Related Information]**

|  |  |
| --- | --- |
| * **e¨vsK wnmv‡ei bvg (Bs‡iwR) [Bank Account Name (English)]** |  |
| * **wnmve b¤^i (Account Number)** |  |
| * **e¨vsK wnmv‡ei aib (Bank Account Type)** | **mÂqx (Savings) PjwZ (Current)** |
| * **e¨vs‡Ki bvg (Bank Name)** |  |
| * **kvLvi bvg (Branch Name)** |  |
| * **e¨vsK ivDwUs b¤^i (Bank Routing Number)** |  |

* **e¨vsK wnmv‡e mivmwi A\_© †cÖi‡Yi Z\_¨ GmGgGm Gi gva¨‡g Rvbv‡bvi Rb¨ †gvevBj †dvb b¤^i cÖ‡qvRb|**

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**3.0 PvKwi m¤úwK©Z Z\_¨vw` [Information Related to Service]**

**3.1 eZ©gvb Ae¯’v [Present Position]**

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| --- | --- |
| * **eZ©gvb c` (Present Post)** |  |
| * **eZ©gvb c‡` †hvM`v‡bi ZvwiL (Joining Date at Present Position)** |  |
| * **eZ©gvb †MÖW (Present Grade)** |  |
| * **eZ©gvb †¯‹j (Present Scale)** |  |
| * **eZ©gvb †kÖwY (Present Class)** | **3q †kÖwYi Kg©Pvix 4\_© †kÖwYi Kg©Pvix**  **(Class Three Employee) (Class Four Employee)** |

**3.2 cÖ\_g †hvM`vb [First Joining]**

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| --- | --- | --- |
| * **cÖ\_g †hvM`v‡bi Kg©¯’j ( Awdm/gš¿bvjq/wefvM)**   **[Working Place at First Joining(Office/Ministry/Division)]**   * **cÖ\_g †hvM`v‡bi Zvwi‡L †MÖW I †¯‹j (Grade & Scale at First Joining)** | **miKvwi PvKzwii †ÿ‡Î**  **(In case of Government Service )** | **c~e©eZ©x PvKzwii †ÿ‡Î**  **(AvZœxK…Z/RvZxqKiYK…Z/¯’vbvšÍwiZ)**  **In case of Previous Job**  **(Assimilated/Nationalized/Transferred)** |
|  | **ZvwiLt †MÖWt** | **ZvwiLt †MÖWt** |
|  | **‡¯‹jt** | **‡¯‹jt** |

**3.3 c‡`vbœwZ/D”PZi †¯‹‡ji Z\_¨vw` [Information On Promotion/Higher Scale]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **aib**  **(Type)** | **cÖvwßi ZvwiL**  **(Date of Getting)** | **‡eZb †MÖW**  **(Pay Grade)** | **‡eZb †¯‹j**  **(Pay Scale)** | **g~j‡eZb**  **(Basic Pay)** |
|  |  |  |  |  |
|  |  |  |  |  |
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**3.4 miKvwi Avevmb msµvšÍ Z\_¨vw` (Information Related to Government Accommodation)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **aiY** | **eiv× cÖvwßi ZvwiL** | **`Lj ey‡S cvIqvi ZvwiL** | **evmv Qvovi ZvwiL**  **(Avevmb Awat QvocÎ Abyhvqx)** | **wba©vwiZ fvovi †ÿ‡Î cÖ`Ë fvovi cwigvY** |
|  |  |  |  |  |
|  |  |  |  |  |

**4.0 ‡eZb fvZvw` I KZ©b m¤úwK©Z Z\_¨vw` [Information On Pay-Allowances and Deductions]**

**4.1 eZ©gvb g~j ‡eZb I fvZvw` [Basic Pay and Allowances at Present]**

|  |  |  |  |
| --- | --- | --- | --- |
| **3111201** | **-** | **g~j †eZb (Kg©Pvix) [3111201 – Basic Pay (Employee)]** |  |
| **3111301** | **-** | **`vwqZ¡ fvZv (3111301 – Charge allowance)** |  |
| **3111302** | **-** | **hvZvqvZ fvZv (3111302 – Conveyance allowance)** |  |
| **3111306** | **-** | **wkÿv fvZv (3111306 – Education allowance)** |  |
| **3111310** | **-** | **evwo fvov fvZv (3111310 – House rent allowance)** |  |
| **3111311** | **-** | **wPwKrmv fvZv ( 3111311 – Medical allowance )** |  |
| **3111314** | **-** | **wUwdb fvZv (3111314 – Tiffin allowance )** |  |
| **3111316** | **-** | **†avjvB fvZv (3111316 – Washing allowance)** |  |

**4.2 KZ©bmg~n (Deductions)**

|  |  |  |  |
| --- | --- | --- | --- |
| **1111102**  **(1111102** | **-**  **-** | **e¨w³ KZ…©K †`q AwMÖg AvqKi**  **Advance Income Tax Payable by Individuals)** |  |
| **1422404** | **-** | **cvwb I cqtwb¯‹vkb e¨e¯’v PvR© (1422404 – Water & Sewerage Charge)** |  |
| **1423204** | **-** | **miKvwi hvbevnb e¨envi wd (1423204 – Fee for using government vehicle)** |  |
| **1441204** | **-** | **‡cŠiKi (1441204 – Municipal Tax)** |  |
| **8172401** | **-** | **wZZvm M¨vm wej (8172401 – Titas Gas Bill)** |  |
| **8172402** | **-** | **evLivev` M¨vm wej (8172402 – Bakhrabad gas bill )** |  |
| **8172403** | **-** | **Rvjvjvev` M¨vm wej (8172403 – Jalalabad gas bill )** |  |
| **8172404** | **-** | **KY©dzjx M¨vm wej (8172404– Karnafuli gas bill)** |  |
| **8172405** | **-** | **cwðg AÂj M¨vm wej (8172405- West zone gas bill)** |  |

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**5.0 mvavib fwel¨ Znwej Ges Gi AwMÖg msµvšÍ Z\_¨vw` (Information Related to GPF and It’s Advance)**

**5.1 mvavib fwel¨ Znwej (GPF)**

|  |  |
| --- | --- |
| * **fwel¨ Znwe‡ji cÖK…wZ (Nature of Provident Fund)** | **Bbwµ‡g›U/my`mn (Increment/ With Interest)**  **Bbwµ‡g›U/my` e¨wZZ (Increment/ Without Interest)** |
| * **wnmve b¤^i (Account Number)** |  |
| * **fwjqg b¤^i (Volume Number)** |  |
| * **me©‡kl c„ôv b¤^i (Laser Page Number)** |  |
| * **eZ©gvb gvwmK Puv`v KZ©‡bi cwigvb**   **(Monthly Amount Deducted as Subscription at Present)** |  |
|  |  |
|  |  |

**5.2 wRwcGd bwgwb msµvšÍ Z\_¨vw` [ Information Related to GPF Nominee]**

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| --- | --- | --- | --- | --- |
| **g‡bvbxZ e¨w³i cwiwPwZ b¤^i**  **[Identification Number of Nominee (Birth Registration/NID)]** | **Rb¥ ZvwiL**  **(Date of Birth)** | **m¤úK©**  **(Relation)** | **bvg ( evsjv)**  **Name( Bangla)** | **g‡bvbxZ Ask ( kZKiv nv‡i)**  **Designated Part(in Percentage)** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |

**5.3 Pjgvb wRwcGd AwMÖg (Current GPF Advance)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **weeib**  **(Description)** |  | **1g AwMÖg**  **(1st Advance)** | **2q AwMÖg**  **(1st Advance)** | **3q AwMÖg**  **(1st Advance)** | **4\_© AwMÖg**  **(1st Advance)** |
| * **gÄywi b¤^i**   **(Sanction Number)** |  |  |  |  |  |
| * **gÄywii ZvwiL**   **(Sanction Date)** |  |  |  |  |  |
| * **gÄywiK…Z A‡\_©i cwigvb**   **(Sanction Amount)** |  |  |  |  |  |
| * **‡gvU wKw¯Íi msL¨v**   **(Total Number of Installment)** |  |  |  |  |  |
| * **wKw¯Í cwi‡kva ïiæi ZvwiL**   **(Installment Starting Date)** |  |  |  |  |  |
| * **cwi‡kvwaZ wKw¯Íi msL¨v**   **(Number of Installments Paid)** |  |  |  |  |  |
| * **my‡`i †gvU cwigvb**   **(Total Interest Amount)** |  |  |  |  |  |
| * **mgš^qK…Z A‡\_©i cwigvb**   **(Adjusted Amount)** |  |  |  |  |  |
| * **my‡`i wKw¯Íi msL¨v**   **(Number of Interest Installment )** |  |  |  |  |  |
| * **cwi‡kvwaZ my‡`i wKw¯Íi msL¨v**   **(Number of Interest Installment Paid)** |  |  |  |  |  |

**6.0 eZ©gvb FY msµvšÍ Z\_¨vw` (Current Lone Related Information)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **weeib**  **(Description)** | **M„nwbg©vb FY**  **(House Building Loan)** | **Kw¤úDUvi FY**  **(Computer Loan)** | **‡gvUi mvB‡Kj FY**  **(Motor Cycle Loan)** | **‡gvUi Kvi FY**  **(Motor Car Loan)** | **evB mvB‡Kj FY**  **(Bye Cycle Loan)** |
| * **gÄywi b¤^i**   **(Sanction Number)** |  |  |  |  |  |
| * **gÄywii ZvwiL**   **(Sanction Date)** |  |  |  |  |  |
| * **gÄywiK…Z A‡\_©i cwigvb**   **(Sanction Amount)** |  |  |  |  |  |
| * **AcP‡qi cwigvb** * **(Depreciation Amount)** |  |  |  |  |  |
| * **‡gvU wKw¯Íi msL¨v**   **(Total Number of Installment)** |  |  |  |  |  |
| * **wKw¯Í cwi‡kva ïiæi ZvwiL**   **(Installment Starting Date)** |  |  |  |  |  |
| * **cwi‡kvwaZ wKw¯Íi msL¨v**   **(Number of Installments Paid)** |  |  |  |  |  |
|  |  |  |  |  | c„ôv: 3/4 |
| * **my‡`i †gvU cwigvb**   **(Total Interest Amount)** |  |  |  |  |  |
| * **mgš^qK…Z A‡\_©i cwigvb**   **(Adjusted Amount)** |  |  |  |  |  |
| * **my‡`i wKw¯Íi msL¨v**   **(Number of Interest Installment )** |  |  |  |  |  |
| * **cwi‡kvwaZ my‡`i wKw¯Íi msL¨v**   (Number of Interest Installment Paid) |  |  |  |  |  |

**7.0 M„nxZ AwR©Z QzwU/wj‡qb m¤úwK©Z Z\_¨vw` (Information Related to Earn Leave / Lien Availed)**

**7.1 Aby‡gvw`Z QzwU (Authorized Leave)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **QzwUi aib\***  **(Type of Leave)** | **‡eZb cÖK…wZ**  **[(Nature of Pay)**  **(c~b© ‡eZb/Aa© †eZb/webv †eZb)**  **(Full Pay/Half Pay/**  **Without Pay)]** | **QzwUi D‡Ïk¨\***  **(Reason for Leave)** | **gÄywi Av‡`k**  **b¤^i**  **(Sanction**  **Number)** | **gÄywi Av‡`‡ki**  **ZvwiL**  **(Sanction**  **Date)** | **QzwUi †fv‡Mi mgqKvj**  **(Period of Leave Availed)** | | **‡gvU †fvMK…Z QzwU**  **(Total Leave Availed)**  **[w`b (Days)]** |
| **ïiæi ZvwiL**  **(Starting Date)** | **mgvwßi ZvwiL**  **(Finishing Date)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* **QzwUi aib (†hgb:AwR©Z,cÖm~wZ,Aa¨qb) Ges QzwUi D‡Ïk¨ (†hgb:n‡¾ Mgb,ewnt evsjv‡`k Mgb,kÖvwšÍ we‡bv`b) D‡jøL Ki‡Z n‡e|**

**7.2 wj‡qb (Lien)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **wj‡qbKvjxb cÖwZôvb**  **(Organisation During Lien)** | **gÄywi Av‡`k**  **b¤^i**  **(Sanction**  **Number)** | **gÄywi Av‡`‡ki**  **ZvwiL**  **(Sanction**  **Date)** | **mgqKvj**  **( Time Period)** | | **‡gvU mgqKvj**  **(Total Period)** | **wjf m¨vjvwi Kw›UªweDkb**  **(gvwmK nvi)**  **(Leave Salary Contribution)**  **(Monthly Rate)** |
| **ïiæi ZvwiL**  **(Starting Date)** | **mgvwßi ZvwiL**  **(Finishing Date)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* **wj‡qbKvjxb ‡cbkb Kw›UªweDkb, wjf m¨vjvwi Kw›UªweDkb BZ¨vw` eve` A\_© Rgv cÖ`v‡bi Z\_¨ A\_¨©vr Pvjvb b¤^i,ZvwiL I UvKvi cwigvb c„\_Kfv‡e D‡jøL Ki‡Z n‡e|**

**8.0 k„•Ljvg~jK e¨e¯’v (hw` \_v‡K) [Disciplinary Action (if any)]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **`‡Ûi cÖK…wZ**  **(Nature of Penalty)** | **`‡Ûi aib (Type of Penalty)** | **Av‡`k b¤^i (Order**  **Number)** | **Av‡`‡ki**  **ZvwiL**  **(Order Date)** | **mgqKvj**  **( Time Period)** | | **kvw¯Íi Av‡`‡ki Av‡jv‡K**  **cybtwba©vwiZ †eZb**  **(Readjusted Salary on Basis of Diciplinary Action Taken** | **gšÍe¨**  **(Comment)** |
| **ïiæi ZvwiL**  **(Starting Date)** | **mgvwßi ZvwiL**  **(Finishing Date)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* **`‡Ûi cÖK…wZ (‡hgb:jNy`Û/¸iæ`Û) Ges `‡Ûi aib (†hgb: wZi®‹vi , eva¨Zvg~jK Aemi) D‡jøL Ki‡Z n‡e|**

**9.0 PvKzixRxwei AeZ©gv‡b †cbkb cÖvwßi DËivwaKvix g‡bvbqb [Nominee for pension in absence of the Employee]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **g‡bvbxZ e¨w³i cwiwPwZ b¤^i**  **[Identification Number of Nominee (Birth Registration/NID)]** | **Rb¥ ZvwiL**  **(Date of Birth)** | **m¤úK©**  **(Relation)** | **bvg ( evsjv )**  **Name(Bangla)** | **ˆeevwnK Ae¯’v**  **Marital Status** | **cÖwZewÜ Ae¯’v**  **Disability** | **g‡bvbxZ Ask**  **(kZKiv nv‡i)**  **Designated Part(in Percentage)** |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**wkÿ‡Ki ¯^vÿi I mxj**