

**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)]** |
|  |  |  |
|  |  |  |

 **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]**

|  |  |
| --- | --- |
| * **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]**

|  |  |  |
| --- | --- | --- |
| * **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)**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 **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]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**