

BANGLADESH WATER DEVELOPMENT BOARD

Office of the

.....

Memo No.

Date:

To

The Superintending Engineer (Civil)

Directorate of Human Resource Development

Bangladesh Water Development Board

Pani Bhaban (Level-1)

Dhaka.

Subject: **PMIS data for the month of**

The Following PMIS forms/data for this office are sent herewith for your necessary action:

Sl. No.	Description of Forms	No. of Forms
1.	Form PMIS – 1 Staff Inventory Forms for New recruits	
2.	Form PMIS – 2 Update form for Transfer, Promotion, Release from service etc.	
Total Forms:		

Seal and Signature of
The Head of the office

Memo No.

Date:

Copy Forwarded for favour of information & necessary action to:

(1)

(2)

(3)

Signature of
The Head of the office

BWDB PERSONNEL MANAGEMENT INFORMATION SYSTEM (PMIS)
BWDB STAFF INVENTORY FORMAT

PMIS-1

This form is to be filled in for new recruits or employees not recorded earlier

Personal Data

1. Employee Name : (Block Letter) _____
2. Father's Name : _____
3. Sex (tick as appropriate) ☐ 1 Male ☐ 2 Female
4. Date of Birth
5. Marital Status (tick as appropriate) ☐ 1 Single ☐ 2 Married
6. Home District _____
7. Permanent Address : Road/Village : _____
 Post office : _____ Post Code :
 Police Station/Thana : _____
 District : _____
8. Religion : ☐ 1 Muslim ☐ 2 Hindu ☐ 3 Christian ☐ 4 Buddhist ☐ 5 Others

Job Identification

9. Date of Joining in BWDB :
 First Entry Designation : _____
10. Date of First Joining in BWDB as Regular Employee :
 First Designation as Regular Employee : _____
11. Present Designation : _____ NNPS Grade
12. Personal File No. _____ Accounts File No. _____ CPF/GPF Account No. _____
13. Cadre (tick one) : ☐ 1 ADMIN ☐ 2 ECON ☐ 3 ENG(CIVIL) ☐ 4 ENG(MECH) ☐ 5 FA & A ☐ 6 L & R
☐ 7 PUB-REL ☐ 8 SECURITY ☐ 9 SUB-A(L&W) ☐ 10 SUB-B(L&W) ☐ 11 Welfare ☐ 12 Non-Cadre
14. Present Office _____ Unit Code (to be filled in by PMIS) :
 Sub-Division : _____
 Division : _____
 Circle/Director/Equivalent : _____
 Zone/Equivalent : _____
 Wing : (tick appropriate) Chairman/Member, (Admin/Finance/O&M/Implementation/Planning)
15. **Educational Qualification**
 Discipline means Science, Arts, Commerce, Civil Engg., Medical etc.

Sl. No	Qualification	Discipline	Major Subjects	Name of Institute, District	Divn./ Class	Year
1	Below SSC					
2	SSC					
3	HSC					
4	Trade Certificate					
5	Diploma					
6	Bachelor Degree					
7	Masters Degree					
8	Other. PG Dip, PhD					

* - Write actual degree like B.A., B.Sc. Engg., B.Sc. (Hons), MBBS, M.Sc, M.S., Ph.D. etc.

P.T.O

16. Training : Local and foreign training including Study tour, seminar and workshops (not as resource person) both in BWDB and other organisations. Start with the most recent course. (If necessary use extra page)

Sl. no.	Training Course Title (Brief)	Major Subjects (Brief)	Place	Country	year	Duration		
						years	Months	Days
16A. LOCAL								
1								
2								
3								
4								
5								
6								
16B. Foreign								
1								
2								
3								
4								

17. **Promotions within BWDB** (Effective Date of Promotion relates to confirmation)

Sl. no.	Position/Rank	Date of Joining	Effective date of promotion
1			
2			
3			
4			
5			
6			

18. **Transfers & Posting (Work experience)**
Fill in jobs held both in BWDB and other organisation. Start with present position. Write a new line for each change.

Sl. no.	Designation	Office Name	Duty Station	From (Date)	To (Date)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Name and Signature of the Officer or
Person preparing the Format
Date :

Counter-signature of the
Head of the Office
Date :