

**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

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5. Marital Status (tick as appropriate) 1 Single 2 Married
6. Home District _____
7. Permanent Address : Road/Village : _____
Post office : _____ Post Code :

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Police Station/Thana : _____
District : _____
8. Religion : 1 Muslim 2 Hindu 3 Christian 4 Buddhist 5 Others

Job Identification

9. Date of Joining in BWDB :

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First Entry Designation : _____
10. Date of First Joining in BWDB as Regular Employee :

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First Designation as Regular Employee : _____
11. Present Designation : _____ NNPS Grade

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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) :

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Sub-Division : _____
Division : _____
Circle/Diractorate/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.

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 :