MINISTRY OF PUBLIC ADMINISTRATION
PUBLIC ADMINISTRATION COMPUTER CENTRE (PACC)
PERSONNEL DATA SHEET (LONG -PDS)

GENERAL INFORMATION			
GOVT. ID		*NATIONAL ID NO.	
*Name in Bangla		*Father's Name in Bangla	
Name in English		Father's Name in English	
Home District		*Mother's Name in Bangla	
Birth Date		Mother's Name in English	
Rank		LPR Date	
Posting		Order/Join Date	
Location		Batch	
Cadre		Confirmation G.O. Date	
Cadre date		Religion	
Sex		*Freedom Fighter	□ Yes □ No
Marital Stat		*Child/Grand Child of Freedom Fighter	□ Yes □ No
*Option for Work Field			

SPOUSE INFOMATION			
*Name in Bangla		Name in English	
Home District		Occupation	
Designation		Location	

ADDRESS INFORMATION			
PERMANENT ADDRESS		PRESENT ADDRESS	
Village/House No. & Road		Village/House No. & Road	
Post Office		Post Office	
Police Station		Police Station	
District		District	
Telephone No.		Telephone No.	
*Mobile Phone Number		*Mobile Phone Number	
		*e-mail Address	

GOVT. ID								

CHILDREN INFORMATION

*Name in Bangla	Name in English	Birth Date	Sex

LANGUAGE INFORMATION

Language	Read	Write	Speak

VESTING OF MAGISTERIAL POWER

Power	Date of Notification

EDUCATONAL QUALIFICATION

Name of Institution	Principal Subject	Degree	Passing Year	Result	GPA/CGPA	Distinction

LOCAL TRAINING

Course Title	Institution	*Location	Period		Grade	Position
			From	To		

GOVT. ID								

FOREIGN TRAINING

Course Title	Institution	Country	Period		Grade	Position
			From	To		

FOREIGN TRAVEL

Country	Purpose	Period	
		From	To

POSTING ABROD

Post	Organization	Country	Period	
			From	To

GOVT. ID								

ADDITIONAL PROFESIONAL QUALIFICATION

PUBLICATION

Books	Periodicals	Monograph	Journals	Name of Publication	Date

HONOURS AND AWARD

Title of Award	Ground	Date

OTHER SERVICES (PRIOR CIVILIAN GAZETTED POST/RANK)

Name of Employer	Address	Type of service	Position	Period	
				From	To

GOVT. ID								

SERVICE HISTORY

Date of Govt. Service	Date of Gazetted	Encadrement Date	Notional Seniority	Cadre

***LEAVE (except CL) PARTICULARS**

Type of Leave	From	To	Duration

PROMOTION PARTICULARS

Rank	Promotion Date	G.O. Date	Nature of Promotion	Pay Scale

***DISCIPLINARY ACTIONS/CRIMINAL PROSECUTION**

Category	Description	Present Status (P.I /R.P/ Judgment/ Appeal/Review/Revision)	Judgment	Final Judgment	Remarks
Departmental					
Anticorruption					
Criminal					

* P.I- Primary Inquiry, R.P- Regular Proceeding

GOVT. ID								

POSTING RECORDS

Post	Organization	*Type of Posting (Regular/Deputation/Lien/ osd/Others)	Location	Period		Pay Scale
				From	To	

N. B. 1. Please Fill up the Personnel Data Sheet Page-1,Page-2,Page-3,Page-4,Page-5,Page-6.
2. Please Enclose All Academic & Training Certificates (Photocopy Attested) & A Recent Passport Size Colour Photo (Without Stapling).
3. Any Change in Mailing Address Inform PACC, M/O Public Administration.

Signature & Seal of Officer
Whose Particulars has been printed
Telephone No.