

Bangladesh Agricultural Research Council

Personnel Data Sheet for Officer

GENERAL INFORMATION

Employee ID		National ID	
Name (English)		Name (Bangla)	
Father's Name		Mother's Name	
Birth Date(dd/mm/yyyy)		Sex	Male / Female
Marital Status		Religion	
Home District		Present Designation	
Present Grade		Date of Joining Present Grade (dd/mm/yyyy)	
Present Organization		Date of Joining at Present Organization	
Pay scale		Basic Salary	
Job Description		Field of Specialization	
Organization of First Joining in Public Service		Date of First Joining in Public Service(dd/mm/yyyy)	
Freedom Fighter?	Yes / No	Child/Grand Child of Freedom Fighter?	Yes / No
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	

SPOUSE INFORMATION				
Name in English	Occupation	Designation	Home District	Place of Posting

CHILDREN INFORMATION		
Name in English	Birth Date	Sex

EDUCATIONAL QUALIFICATION

Degree/ Certificate	Institution	Passing year	Division/ Class/ Grade	GPA/ CGPA	Principal Subject	Distinction

LANGUAGE PROFICIENCY

Language	Read (E,G,M,P)*	Write (E,G,M,P)*	Speak (E,G,M,P)*

*E=Excellent, G=Good, M=Moderate, P=Poor

JOB PARTICULARS

Position/Designation	Appointment/Promotion Date	Nature of Appointment/Promotion (Direct Recruitment/Promotion)	National Pay Scale Grade

LEAVE (Except CL) PARTICULARS

Types of Leave	From	To	Duration

DISCIPLINARY ACTIONS/CRIMINAL PROSECUTION

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

PUBLICATION

Journal					
Types of Publication	Total No. of Publication	National (Nos.)	International (Nos.)	Author (Nos.)	Co-author (Nos.)
Full Paper					
Short Communication					
Patent					
Books/Monographs/Bulletin					
Books					
Monographic					
Bulletins					
Seminar/Workshops proceedings/Abstract/Popular Article/Others					
Seminar					
Workshop					
Proceedings					
Abstract					
Popular Article					
Others (Please specify)					

EXPERIENCE

Research Experience

No. of Research programs developed	No. of Research programs executed	No. of Research projects developed	No. of Research projects executed	Remarks

Management/Planning/Training Experience

No. of programs developed	No. of programs executed	No. of projects developed	No. of projects executed	Remarks

Other Relevant Experience (e.g. Computer Software)

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ACHIEVEMENTS/AWARDS/AFFILIATION

Research Achievements

No. of Technology developed	No. of Technology disseminated	No. of patents registered	No. of patents disseminated	Remarks

Academic/research award (if any)

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Membership of Professional Societies (if any)

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Signature and Seal of Officer