

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

PMIS-2

This form is to be used for updating PMIS records when any change of information under item No. 2 to 10 (i.e. transfer and posting, promotion, training, release from service etc.) in case of any Officer/Staff occurs.

1. Identification : (must be filled in all cases)

Name : _____

Person Id. : *

Father's Name : _____

(*If forgotten write Date of birth here : — / — / —)

Designation : _____

2. Transfers & Posting : (When an Officer/Staff joins on transfer).

	Designation	Office Name	Duty Station	From (Date)	To (Date)
Previous					
Present					

New Unit Code (to be filled in by PMIS) :

3. Promotion : (When an Officer/Staff joins on promotion).

	Designation	Office Name	Duty Station	From (Date)	To (Date)
Previous					
Present					

New Unit Code (to be filled in by PMIS) :

NNPS Grade :

Effective date of promotion :

4. Training : (When new training is undertaken not recorded earlier.)

Training Course Title (brief)	Major Subjects (brief)	Place	Country	year	Duration		
					years	Months	Days

Personal data (if any change/correction is required).

5. Marital Status (tick as appropriate) : ☐ 1 Single ☐ 2 Married

6. Permanent Address : Road/Village : _____ P.O. _____

P.S./thana : _____ District _____ Postal Code :

7. Personal File No. _____ Accounts File No. _____ CPF/GPF Account No. _____

8. 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

9. Educational Qualification : (When new educational qualification is obtained not recorded earlier).

Qualification	Discipline	Major Subjects	Name of institute, District	Divn./ Class	year

10. Release from Service

Reason of Release (tick the appropriate) : Voluntary Retirement/ Resignation/ Death/ Retrenchment/ Dismissal/ Removal

Date of Release :

Signature and seal of
the Head of the Office
Date :