

Bangladesh Water Development Board
Office of the _____

Memo No. _____

Dated : _____

To
The Director
Directorate of Staff Development
Rahman Chambers, 9th Floor
12-13 Motijheel C/A
Dhaka-1000

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

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

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

Date : _____

Memo No. _____

Dated : _____

Copy Forwarded for favour of information & necessary action to :

(1)

(2)

(3)

Signature of
Head of the Office

**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. Identificaton : (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) : Single 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) : ADMIN ECON ENG (CIVIL) ENG (MECH) FA&A L & R
 PUB-REL SECURITY SUB-A (L&W) SUB-B(L&W) Welfare 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) : Valuntary Retirement/ Resignation/ Death/ Retrenchment/ Dismissal/ Removal

Date of Release :

Signature and seal of
the Head of the Office
Date :