

**BANGLADESH WATER DEVELOPMENT BOARD**

Office of the .....  
 .....

**Memo No.**

**Date:**

To  
**The Superintending Engineer (Civil)**  
 Directorate of Human Resource Development  
 Bangladesh Water Development Board  
 Pani Bhaban (Level-1)  
 Dhaka.

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

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

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

Memo No.

Date:

Copy Forwarded for favour of information & necessary action to:

- (1)
- (2)
- (3)

\_\_\_\_\_  
 Signature of  
 The 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. **Identification : (must be filled in all cases)** **Name :** \_\_\_\_\_  
**Person Id. :** \*                       
**Father's Name :** \_\_\_\_\_  
**Designation :** \_\_\_\_\_  
 (\*-If forgotten write Date of birth here : — / — / —)

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 :