**সরকারি/বিএডিসি’র কর্মকর্তা/কর্মচারীদের চাকুরি সংক্রান্ত তথ্যাদি**

পরিশিষ্ট-১



(কর্মকর্তা/কর্মচারী কর্তৃক পূরণীয়)

🞾 ব্যাংক হিসাবে সরাসরি অর্থ প্রেরণের তথ্য এসএমএস এর মাধ্যমে জানানোর জন্য মোবাইল ফোন নম্বর প্রয়োজন।

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| **প্রাথমিক তথ্যাদি (Primary Information)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | কর্মচারীর নাম (বাংলা) [Name of Employee (Bangla)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | পদবি (Rank) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | জাতীয় পরিচয়পত্র নম্বর (National ID Number) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | জন্মতারিখ (Date of Birth) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **১.০** | **ব্যক্তিগত, পারিবারিক ও ব্যাংক এ্যাকাউন্ট সংক্রান্ত তথ্যাদি (Personal, Family and Bank Account Related Information)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **১.১** | **ব্যক্তিগত তথ্যাদি (Personal Information)** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | লিঙ্গ (Gender) | | | | | | | | | | | | | □ পুরুষ (Male) □ মহিলা (Female) □ অন্যান্য (Others) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | পিতার নাম (ইংরেজি) [Father’s Name (English)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | মাতার নাম (ইংরেজি) [Mother’s Name (English)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ধর্ম (Religion) | | | | | | | | | | | | | □ ইসলাম □ হিন্দু □ বৌদ্ধ □ খ্রিস্টান □ অন্যান্য  (Islam) (Hindu) (Buddhist) (Christian) (Others) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বৈবাহিক অবস্থা (Marital Status) | | | | | | | | | | | | | □ বিবাহিত □ অবিবাহিত □ বিধবা □ বিপত্নীক □ অন্যান্য  (Married) (Unmarried) (Widow) (Widower) (Others) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | মোবাইল ফোন নম্বর (Mobile Phone Number)\* | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ই-মেইল ঠিকানা (যদি থাকে) [e-Mail Address (if any)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ই-টিআইএন নম্বর (যদি থাকে) [e-TIN Number (if any)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **১.২** | **পারিবারিক তথ্যাদি (Family Information)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ১.২.১ স্বামী/স্ত্রীর সম্পর্কিত তথ্যাদি (Particulars of Spouse) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | জাতীয় পরিচয়পত্র নম্বর  (National ID Number) | | | | | | | | | | | | জন্মতারিখ  (Date of Birth) | | | | | | | | | | | | নাম (বাংলা)  [Name (Bangla)] | | | | | | | | | | | | | | | | | | | | |
|  | ১. | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | ২. | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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|  | ১.২.২ সন্তান সম্পর্কিত তথ্যাদি (Particulars of Children) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | পরিচিতির ধরন  (Type of Identification) | | | জন্ম নিবন্ধন/ জাতীয় পরিচয়পত্র নম্বর  (Birth Registration/ NID Number) | | | | জন্মতারিখ  (Date of Birth) | | | | | | | সম্পর্ক  (Relation) | | | | | | নাম (বাংলা)  Name (Bangla) | | | | | | | | | | | | | | | নাম (ইংরেজি)  Name (English) | | | | | | | | | |
|  | □ Birth Registration  □ NID | | | ১. | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | □ Birth Registration  □ NID | | | ২. | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
|  | □ Birth Registration  □ NID | | | ৩. | | | |  | | | | | | |  | | | | | |  | | | | | | | | | | | | | | |  | | | | | | | | | |
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|  | ১.২.৩ প্রতিবন্ধী সন্তান সম্পর্কিত তথ্যাদি (যদি থাকে) [Particulars of Disabled Child (if any)] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | প্রতিবন্ধী সন্তানের পরিচিতি নম্বর  (Identification Number of Disabled Child) | | | | | | | | | জন্মতারিখ  (Date of Birth) | | | | | | | | | | | | সম্পর্ক  (Relation) | | | | | | | নাম (বাংলা)  Name (Bangla) | | | | | | | | | | | | | | | | |
|  | ১. | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | |
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| **১.৩** | **ব্যাংক সংক্রান্ত তথ্যাদি (Bank Related Information)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ব্যাংক হিসাবের নাম (ইংরেজি) [(Bank Account Name) (English)] | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | হিসাব নম্বর (Account Number) | | | | | | | | | | | | |  | |  | |  | |  | | |  |  | |  | | | |  | |  | | |  | | |  | | |  |  |  |  |
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|  | ব্যাংক হিসাবের ধরন (Bank Account Type) | | | | | | | | | | | | | □ সঞ্চয়ী (Savings) | | | | | | | | | | | | | | | | | | | □ চলতি (Current) | | | | | | | | | | | | |
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|  | ব্যাংকের নাম (Bank Name) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | শাখার নাম (Branch Name) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ব্যাংক রাউটিং নম্বর (Bank Routing Number) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **২.০** | **চাকরি সম্পর্কিত তথ্যাদি (Information Related to Service)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **২.১** | **বর্তমান অবস্থান (Present Position)** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান পদ (Present Post) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান পদে যোগদানের তারিখ (Joining Date at Present Position) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান গ্রেড (Present Grade) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান স্কেল (Present Scale) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান শ্রেণি (Present Class) | | | | | | | | | | | | | □ ৩য় শ্রেণির কর্মচারী □ ৪র্থ শ্রেণির কর্মচারী  (Class Three Employee) (Class Four Employee) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **২.২** | **প্রথম যোগদান (First Joining)** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | প্রথম যোগদানের তারিখে গ্রেড (Grade at First Joining) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | প্রথম যোগদানের তারিখে স্কেল (Scale at First Joining) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | প্রথম যোগদানের কর্মস্থল (অফিস/মন্ত্রণালয়/বিভাগ)  [Working Place at First Joining (Office/Ministry/Division) | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **২.৩** | **পদোন্নতি/ উচ্চতর স্কেলের তথ্যাদি (Information on Promotion/ Higher Scale)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ধরন  (Type) | | | | | | প্রাপ্তির তারিখ  (Date of Getting) | | | | বেতন গ্রেড  (Pay Grade) | | | | | | | | বেতন স্কেল  (Pay Scale) | | | | | | | | | | | | | | | | | | | | | মূল বেতন  (Basic Pay) | | | | | |
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| **৩.০** | **বেতন-ভাতাদি ও কর্তন সম্পর্কিত তথ্যাদি (Information on Pay-Allowances and Deductions)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **৩.১** | **বর্তমান মূল বেতন ও ভাতাদি (Basic Pay and Allowances at Present)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ৩১১১২০১ - মূল বেতন (কর্মচারী) [3111201 - Basic pay (Employee)] | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩০১ - দায়িত্ব ভাতা (3111301 - Charge allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩০২ - যাতায়াত ভাতা (3111302 - Conveyance allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩০৬ - শিক্ষা ভাতা (3111306 - Education allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩১০ - বাড়ি ভাড়া ভাতা (3111310 - House rent allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩১১ - চিকিৎসা ভাতা (3111311 - Medical allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩১৪ - টিফিন ভাতা (3111314 - Tiffin allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩১১১৩১৬ - ধোলাই ভাতা (3111316 - Washing allowance) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৫৮১৪০ - | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | Tra ৮১৪০ - ining Details | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৩২৫৮১৪০ - | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| **৩.২** | **কর্তনসমূহ (Deductions)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ১১১১১০২ - ব্যক্তি কর্তৃক দেয় অগ্রিম আয়কর  (1111102 - Advance Income Tax Payable by Individuals) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ১৪২২৪০৪ - পানি ও পয়ঃনিস্কাশন ব্যবস্থা চার্জ (1422404 - Water & Sewerage Charge) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ১৪২৩২০৪ - সরকারি যানবাহন ব্যবহার ফি (1423204 - Fee for using government vehicle) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ১৪৪১২০৪ - পৌরকর (1441204 - Municipal Tax) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৪০১ - তিতাস গ্যাস বিল (8172401 - Titas Gas Bill) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৪০২ - বাখরাবাদ গ্যাস বিল (8172402 - Bakhrabad gas bill) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৪০৩ - জালালাবাদ গ্যাস বিল (8172403 - Jalalabad gas bill) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৪০৪ - কর্ণফুলী গ্যাস বিল (8172404 - Karnaphuli gas bill) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৪০৫ - পশ্চিম অঞ্চল গ্যাস বিল (8172405 - West zone gas bill) | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৫০৪ - | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৫০৪ - | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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|  | ৮১৭২৫০৪ - | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
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| **৪.০** | **সাধারণ ভবিষ্য তহবিল এবং এর অগ্রিম সংক্রান্ত তথ্যাদি (Information Related to GPF and It’s Advance)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **৪.১** | **সাধারণ ভবিষ্য তহবিল (GPF)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ভবিষ্য তহবিলের প্রকৃতি (Nature of Provident Fund) | | | | | | | | | | | □ ইনক্রিমেন্ট/সুদসহ (With Increment/Interest)  □ ইনক্রিমেন্ট/সুদ ব্যতিত (Without Increment/Interest) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | হিসাব নম্বর (Account Number) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | ভলিউম নম্বর (Volume Number) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | সর্বশেষ পৃষ্ঠা নম্বর (Latest Page Number) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | বর্তমান মাসিক চাঁদা কর্তনের পরিমাণ  (Monthly Amount Deducted as Subscription at Present) | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **৪.২** | **চলমান জিপিএফ অগ্রিম (Current GPF Advance)** | | | | | | | | | | | | |
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|  | বিবরণ  (Description) | | | | |  | ১ম অগ্রিম  (1st Advance) | | ২য় অগ্রিম  (2nd Advance) | | ৩য় অগ্রিম  (3rd Advance) | | ৪র্থ অগ্রিম  (4th Advance) |
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|  | মঞ্জুরি নম্বর (Sanction Number) | | | | |  |  | |  | |  | |  |
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|  | মঞ্জুরির তারিখ (Sanction Date) | | | | |  |  | |  | |  | |  |
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|  | মঞ্জুরিকৃত অর্থের পরিমাণ (Sanction Amount) | | | | |  |  | |  | |  | |  |
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|  | মোট কিস্তির সংখ্যা (Total Number of Installment) | | | | |  |  | |  | |  | |  |
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|  | কিস্তি পরিশোধ শুরুর তারিখ (Installment Starting Date) | | | | |  |  | |  | |  | |  |
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|  | পরিশোধিত কিস্তির সংখ্যা (Number of Installments Paid) | | | | |  |  | |  | |  | |  |
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|  | সুদের মোট পরিমাণ (Total Interest Amount) | | | | |  |  | |  | |  | |  |
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|  | সমন্বয়কৃত অর্থের পরিমাণ  (Adjusted Amount) | | | | |  |  | |  | |  | |  |
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|  | সুদের কিস্তির সংখ্যা (Number of Interest Installment) | | | | |  |  | |  | |  | |  |
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|  | পরিশোধিত সুদের কিস্তির সংখ্যা  (Number of Interest Installment Paid) | | | | |  |  | |  | |  | |  |
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| **৫.০** | **বর্তমান ঋণ সংক্রান্ত তথ্যাদি (Current Loan Related Information)** | | | | | | | | | | | | |
|  |  |  |  | | | | | | | | | | |
|  | বিবরণ  (Description) | | | গৃহনির্মাণ ঋণ  (House Building Loan) | কম্পিউটার ঋণ (Computer Loan) | | | মোটর সাইকেল ঋণ  (Motor Cycle Loan) | | মোটরকার ঋণ  (Motor Car Loan) | | বাই সাইকেল ঋণ  (Bicycle Loan) | |
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|  | মঞ্জুরি নম্বর  (Sanction Number) | | |  |  | | |  | |  | |  | |
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|  | মঞ্জুরির তারিখ  (Sanction Date) | | |  |  | | |  | |  | |  | |
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|  | মঞ্জুরিকৃত অর্থের পরিমাণ  (Sanction Amount) | | |  |  | | |  | |  | |  | |
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|  | অবচয়ের পরিমাণ  (Depreciation Amount) | | |  |  | | |  | |  | |  | |
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|  | মোট কিস্তির সংখ্যা  (Total Number of Installment) | | |  |  | | |  | |  | |  | |
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|  | কিস্তি পরিশোধ শুরুর তারিখ  (Installment Starting Date) | | |  |  | | |  | |  | |  | |
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|  | পরিশোধিত কিস্তির সংখ্যা  (Number of installments paid) | | |  |  | | |  | |  | |  | |
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|  | সুদের মোট পরিমাণ  (Total Interest Amount) | | |  |  | | |  | |  | |  | |
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|  | সমন্বয়কৃত অর্থের পরিমাণ  (Adjusted Amount) | | |  |  | | |  | |  | |  | |
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|  | সুদের কিস্তির সংখ্যা  (Number of Interest Installment) | | |  |  | | |  | |  | |  | |
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|  | পরিশোধিত সুদের কিস্তির সংখ্যা  (Number of Interest Installment Paid) | | |  |  | | |  | |  | |  | |

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| **৬.০** | **গৃহীত অর্জিত ছুটি/ লিয়েন সম্পর্কিত তথ্যাদি (Information Related to Earn Leave/ Lien Availed)** | | | | | | | | | | | | | | | | | | | | | | | |
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| **৬.১** | **অনুমোদিত ছুটি (Authorized Leave)** | | | | | | | | | | | |  | | | | | | | | | | |  |
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|  | ছুটির ধরন\*  (Type of Leave) | বেতন প্রকৃতি  [(Nature of Pay)  (পূর্ণ বেতন/ অর্ধ বেতন/ বিনা বেতন)  (Full Pay/ Half Pay/ Without Pay)] | | | | ছুটির উদ্দেশ্য\*  (Reason for Leave) | | | | মঞ্জুরি আদেশ নম্বর (Sanction Number) | | | | মঞ্জুরি আদেশের তারিখ (Sanction Date) | | | ছুটি ভোগের সময়কাল  (Period of Leave Availed) | | | | | | মোট ভোগকৃত ছুটি  (Total Leave Availed)  [দিন (Days)] | |
| শুরুর তারিখ (Starting Date) | | | | সমাপ্তির তারিখ (Finishing Date) | |
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| 🞾 ছুটির ধরন (যেমন: অর্জিত, প্রসূতি, অধ্যয়ন) এবং ছুটির উদ্দেশ্য (যেমন: হজে গমন, বহিঃ বাংলাদেশ গমন, শ্রান্তি বিনোদন) উল্লেখ করতে হবে। | | | | | | | | | | | | | | | | | | | | | | | | |
| **৬.২** | **লিয়েন (Lien)** | | | | | | | | | | | | |  | | |  |  | | | | | | |
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|  | লিয়েনকালীন প্রতিষ্ঠান (Organisation During Lien) | | | মঞ্জুরি আদেশ নম্বর (Sanction Number) | | | | মঞ্জুরি আদেশের তারিখ (Sanction Date) | | | | সময়কাল  (Time Period) | | | | | | | | মোট সময়কাল  (Total Period) | | লিভ স্যালারি কন্ট্রিবিউশন (মাসিক হার) Leave Salary Contribution (Monthly Rate) | | |
| শুরুর তারিখ (Starting Date) | | | | সমাপ্তির তারিখ (Finishing Date) | | | |
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| 🞾 লিয়েনকালীন পেনশন কন্ট্রিবিউশন, লিভ স্যালারি কন্ট্রিবিউশন ইত্যাদি বাবদ অর্থ জমা প্রদানের তথ্য অর্থাৎ চালান নম্বর, তারিখ ও টাকার পরিমাণ পৃথকভাবে উল্লেখ করতে হবে। | | | | | | | | | | | | | | | | | | | | | | | | |
| **7.0** | **শৃঙ্খলামূলক ব্যবস্থা (যদি থাকে) [Disciplinary Action (if any)]** | | | | | | | | | | | | | | | | | | | | | | | |
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|  | দন্ডের প্রকৃতি\* (Nature of Penalty) | | দন্ডের ধরন\* (Type of Penalty) | | আদেশ নম্বর (Order Number) | | আদেশের তারিখ(Order Date) | | | | সময়কাল  (Time Period) | | | | | | | | শাস্তির আদেশের আলোকে পুনঃনির্ধারিত বেতন  (Readjusted Salary on Basis of Disciplinary Action Taken) | | | | মন্তব্য  (Comment) | |
| শুরুর তারিখ (Starting Date) | | | | সমাপ্তির তারিখ (Finishing Date) | | | |
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| 🞾 দন্ডের প্রকৃতি (যেমন: লঘুদন্ড/গুরুদন্ড) এবং দন্ডের ধরন (যেমন: তিরস্কার, বাধ্যতামূলক অবসর) উল্লেখ করতে হবে। | | | | | | | | | | | | | | | | | | | | | | | | |

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| **কর্মকর্তা/কর্মচারীর স্বাক্ষর ও**  **সীল (প্রযোজ্য ক্ষেত্রে)** |
| **অফিস প্রধান/ নিয়ন্ত্রণকারী কর্মকর্তার**  **প্রতিস্বাক্ষরসহ সীল** |

**ফরমের সাথে নিম্নবর্ণিত তথ্যাদি সংযুক্ত করতে হবে:**

1. কর্মকর্তা/ কর্মচারির জাতীয় পরিচয়পত্র এবং স্বামী/ স্ত্রী’র জাতীয় পরিচয়পত্রের সত্যায়িত ছায়ালিপি
2. কর্মকর্তা/ কর্মচারির সন্তানের জাতীয় পরিচয়পত্র / জন্ম নিবন্ধন সনদপত্রের সত্যায়িত ছায়ালিপি (প্রযোজ্য ক্ষেত্রে)
3. সর্বশেষ বেতন বিবরণী/পে-স্লীপ এবং ব্যাংক হিসাবের চেকবুকের কভার পেজের সত্যায়িত ছায়ালিপি
4. E-TIN সনদপত্রের সত্যায়িত ছায়ালিপি।