

# MCC Personnel Data Sheet

## 1. Employee Basic Information

Employee Attendance Device ID :

Employee Name :

Job Location :

Department (English) :

Department (বাংলা) :

Home District :

Date of birth (Example: D/M/Y) :

Freedom Fighter Family Status : Yes  No

Passport Number :

Passport Expire Date :

Birth Certificate Number :

Police Verification Status : Yes  No

## 2. Current Job Information

Current Position Join Date :

Salary Grade :

## 3. Joining Job Information

Joining Date :

Employee Class :

Salary Grade :

## 4. Family Information

Spouse Name (English) :

Spouse Name (বাংলা) :

Spouse Home District	:	
Spouse Occupation (English)	:	
Spouse Occupation (বাংলা)	:	
Organization (English)	:	
Organization (বাংলা)	:	
Designation (English)	:	
Designation (বাংলা)	:	
Location	:	
Contact No	:	

## **5. Children Information**

Child Name 1 (English)	:	
Child Name 1 (বাংলা)	:	
Date of Birth	:	
Gender	:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child Name 2 (English)	:	
Child Name 2 (বাংলা)	:	
Date of Birth	:	
Gender	:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child Name 3 (English)	:	
Child Name 3 (বাংলা)	:	
Date of Birth	:	
Gender	:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Child Name 4 (English)	:	
Child Name 4 (বাংলা)	:	
Date of Birth	:	
Gender	:	Male <input type="checkbox"/> Female <input type="checkbox"/>

## **6. Academic Information**

### **A.**

Exam / Degree (English)	:	
Exam / Degree (বাংলা)	:	
Major (English)	:	
Major (বাংলা)	:	
Institute (English)	:	
Institute (বাংলা)	:	
Board / University (English)	:	
Board / University (বাংলা)	:	
Grade / Marks	:	
Out Of	:	
Percentage	:	
Year of Passing	:	

### **B.**

Exam / Degree (English)	:	
Exam / Degree (বাংলা)	:	
Major (English)	:	
Major (বাংলা)	:	
Institute (English)	:	
Institute (বাংলা)	:	
Board / University (English)	:	
Board / University (বাংলা)	:	
Grade / Marks	:	
Out Of	:	

Percentage	:	
Year of Passing	:	

**C.**

Exam / Degree (English)	:	
Exam / Degree (বাংলা)	:	
Major (English)	:	
Major (বাংলা)	:	
Institute (English)	:	
Institute (বাংলা)	:	
Board / University (English)	:	
Board / University (বাংলা)	:	
Grade / Marks	:	
Out Of	:	
Percentage	:	
Year of Passing	:	

**7.Nominee Information**

**A.**

Nominee Name 1 (English)	:	
Nominee Name 1 (বাংলা)	:	
Father's Name (English)	:	
Father's Name (বাংলা)	:	
Mother's Name (English)	:	
Mother's Name (বাংলা)	:	
National Id	:	
Contact No	:	

Present Address (English)	:	
Present Address (বাংলা)	:	
Permanent Address (English)	:	
Permanent Address (বাংলা)	:	

**B.**

Nominee Name 2 (English)	:	
Nominee Name 2 (বাংলা)	:	
Father's Name (English)	:	
Father's Name (বাংলা)	:	
Mother's Name (English)	:	
Mother's Name (বাংলা)	:	
National Id	:	
Contact No	:	
Present Address (English)	:	
Present Address (বাংলা)	:	

Permanent Address (English)	:	
Permanent Address (বাংলা)	:	

### **8. Government Service (Deputation)**

Joining Designation (English)	:	
Joining Designation (বাংলা)	:	
Services Sector (English)	:	
Services Sector (বাংলা)	:	
Date of Govt. Services Joining	:	
DNCC Joining Date	:	

### **9. Other Service**

Employer Name (English)	:	
Employer Name (বাংলা)	:	
Designation (English)	:	
Designation (বাংলা)	:	
Types of Service (English)	:	
Types of Service (বাংলা)	:	
Address (English)	:	
Address (বাংলা)	:	
Job Duration ( dd/mm/yy )	:	From <input type="text"/>
		To <input type="text"/>

**10. Foreign Travel**

Title (English)	:	
Title (বাংলা)	:	
Country (English)	:	
Country (বাংলা)	:	
Institute (English)	:	
Institute (বাংলা)	:	

Travel Duration ( dd/mm/yy ) : From  To