**DATA SHEET OF STAFF**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Name of Staff** | **:** |  |
| **2.** | **Father’s Name** | **:** |  |
| **3.** | **Mother’s Name** | **:** |  |
| **4.** | **Spouse/ Relatives Name,** **Phone No** | **:** |  |
| **5.** | **Post Name** | **:** |  |
| **6.** | **First Joining Date** | **:** |  **DD - MM - YYYY** |
| **7.** | **Present Post Joining Date** | **:** |  **DD - MM - YYYY** |
| **8.** | **Date of Birth** | **:** |  **DD - MM - YYYY** |
| **9.** | **Birth ID/ NID No** | **:** |  |
| **10.** | **Blood Group** | **:** |  |
| **11.** | **Phone No** | **:** |  |
| **12.** | **Emergency Phone No & Relation** | **:** |  |
| **13.** | **E-mail Address** | **:** |  |
| **14.** | **Present Address** | **:** |  |
| **15.** | **Permanent Address** | **:** |  |