

(a) Employee Bio-data for BPC employees

1. Employee Name :
2. Sex : M F
3. Nationality :
4. Citizenship ID # :
5. Date of Birth : / /
6. Date of Appointment : / /
7. Appointment letter reference#:
8. Current Place of Posting :
 - a. Department :
 - b. Unit :
9. Last Date of Transfer : / /
 - a. Posting :
 - b. Unit :
10. Designation :
11. Grade :
12. Pension Fund Policy Acc.# :
13. Group Insurance Scheme Acc.# :
14. Increment Cycle : January July
15. Last date promoted :
16. Employment Type : Regular Contract
 Daily Wage
17. Qualification :
18. Contract validity :
(if under contract)
19. Name of father :
20. Name of mother :
21. Dzongkhag/District :
22. Village :
23. Geog/Block :
24. Thram # :
25. House # :

(b) Details regarding immediate family members of the employee are to be recorded below in the provided format. Immediate family members will include the parents of the employee, spouse and children.

1 Name :
 Relation :
 DoB :
 CID# :
 Occupation :
 Address :

2 Name :
 Relation :
 DoB :
 CID# :
 Occupation :
 Address :

3 Name :
 Relation :
 DoB :
 CID# :
 Occupation :
 Address :

4 Name :
 Relation :
 DoB :
 CID# :
 Occupation :
 Address :

5 Name :
 Relation :
 DoB :
 CID# :
 Occupation :
 Address :