

. Personal Information

1. Bio Data and Contact Information

Working Organization: _____

First Name: _____ Middle Name(s): _____ Last Name: _____

Date Of Birth: _____ Gender: _____ Marital Status: _____

Contact Number: _____ E-mail Address: _____

Address and Citizenship for Nationals:
Nationality: _____ New Citizenship ID: _____ Old Citizenship ID: _____

Dzongkhag: _____ Gewog: _____ Village: _____

Thram Number: _____ House Number: _____

Address and Citizenship For Non-Nationals
Nationality: _____ Citizenship ID: _____ Work permit Number: _____

Permanent Address Aboard: _____

2. Initial and Current Appointment Details

Type of service (Please Tick): Contract national/Regular/Contract Expat Employee ID Number: _____

Date of Initial Appointment in Ministry of Education: _____ Date of Initial Appointment in RGoB: _____

Transferred From :(If this is not the first appointment in Ministry of Education): _____

Initial Designation _____ Initial Cadre _____ Initial Grade _____

Current Position Title _____ Current Position Level & Current Position Sub level: _____

Current Location: _____(Division/section)

For Contract Employee

Start Contract date: _____ End Contract Date: _____

3. Transfer details/place of posting Starting with Current

Date Of Transfer (=Date of relieving order)	Name Of school/Location	Dzongkhag

4. Promotion Details (When Transferred if the designation has changed please indicate) from the date of initial appointment in Ministry of Education

Type of Promotion (Please Tick) Regular Or Out of Turn	Promotion Date	Position Title (Eg ICT Officer)	Position level and Postion Sublevel (Eg P4 A)	Designation	Grade	Cadre
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						
Reg/Out of turn						

5. For Contract Employee

Extension Date	Contract Extension Start Date	Contract Extension Start Date

7. Relative details

Relation	Name	Date Of Birth	New CID	Permanent Address Dzongkhag, Gewog & Village	Address Aboard

I hereby declare that the information furnished in this form is correct to the best of my knowledge and belief.

Signature of Employee

Date:

Signature of Supervisor

Date: