

DATE: 05/07/17

**MINISTRY OF PUBLIC ADMINISTRATION  
PUBLIC ADMINISTRATION COMPUTER CENTRE (PACC)  
PERSONNEL DATA SHEET**

GOVT ID : 3882

**GENERAL INFORMATION**

NAME :	A Z M SHAFIQU ALAM	FATHER'S NAME :	MD RAUSHAN ALI
HOME DIST :	PABNA	MOTHER'S NAME :	BEGUM AYESHA KHATOON
DATE OF BIRTH :	25/02/55	LPR_DATE :	24/02/14
RANK :	SECRETARY	ORDER/JOIN DATE :	19/10/11 (J)
POSTING :	RECTOR, BPATC SAVAR		
LOCATION :	DHAKA		
CADRE :	BCS(ADMINISTRATION)	BATCH :	1982
CADRE DATE :	14/02/84	CONFIRMATION G.O. DATE :	14/02/86
SEX :	MALE	RELIGION :	ISLAM
MARITAL STAT :	MARRIED		

**SPOUSE INFORMATION**

NAME :	TAHMINA BEGUM	OCCUPATION :	HOUSE WIFE	DESIGNATION :	NOT APPLICABLE
HOME DIST :	NOT MENTIONED	ORGANISATION :	NOT APPLICABLE	LOCATION :	NOT APPLICABLE

**PERMANENT ADDRESS**

VILLAGE/HOUSE NO.& ROAD :	PIARAKHALI
POST OFFICE :	ISHURDI
POLICE STATION :	ISHURDI
DISTRICT :	PABNA
TELEPHONE NO. :	8653640

**PRESENT ADDRESS**

VILLAGE/HOUSE NO.& ROAD :	H-7 (NAYAN TARA), RD-5
POST OFFICE :	DHANMONDI
POLICE STATION :	DHANMONDI
DISTRICT :	DHAKA
TELEPHONE NO. :	

**CHILDREN INFORMATION**

NAME	BIRTH DATE	SEX
SHUSMITA SHAFIQUE (ISHITA)	20/11/84	FEMALE
SHAHRIAR SHAFIQUE (KINGSHUK)	06/03/86	MALE

**OFFICER'S LANGUAGE INFORMATION**

LANGUAGE	READ	WRITE	SPEAK
BANGLA	Y	Y	Y
ENGLISH	Y	Y	Y

**EDUCATIONAL QUALIFICATION**

NAME OF INSTITUTION	PRINCIPAL SUBJECT	DEGREE	PASSING YEAR	RESULT	GPA/CGPA	DISTINCTION
CHANDRA PROBHA VIDYA PITH	NOT APPLICABLE	SSC	1969	1ST DIV		
GOVT EDWARD COLLEGE PABNA	NOT APPLICABLE	HSC	1971	1ST DIV		
JAHANGIR NAGAR UNIVERSITY	STATISTICS	B SC (HONS)	1974	2ND CLASS		
JAHANGIR NAGAR UNIVERSITY	STATISTICS	M SC	1975	2ND CLASS		
DHAKA UNIVERSITY	BUSINESS ADMINISTRATION	MBA	1985	CGPA 2.7		
INSTITUTE OF SOCIAL STUDIES, HAGUE, NETHERLANDS	DEVELOPMENT STUDIES	M A	1993	GRADE B+		

**LOCAL TRAINING**

COURSE TITLE	INSTITUTION	FROM	TO	GRADE POSITION
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**PMIS - Personal Management Information System**

FOUNDATION TRAINING COURSE	BPATC SAVAR	05/02/86	04/06/86		
COMPUTER MODEL FOR FEASIBILITY ANALYSIS & REPORT	BMDC DHAKA	28/03/87	09/04/87		
3RD SPECIAL COURSE ON LAW & ADMINISTRATION	BCS(ADMN) ACADEMY	02/07/94	31/08/94	A+	4
MANAGING AT THE TOP-2 (BATCH-4)	BPATC SAVAR	13/05/07	21/06/07		
E-FILE MANAGEMENT SYSTEM	PACC,M/O PUBLIC ADMINISTRATION	02/04/12	08/04/12		

**FOREIGN TRAINING**

COURSE TITLE	INSTITUTION	COUNTRY	FROM	TO	GRADE POSITION
DEVELOPMENT STUDIES (PUBLIC POLICY & ADMN)	INSTITUTE OF SOCIAL STUDIES	NETHERLANDS	02/09/91	18/03/93	B+

**FOREIGN TRAVEL**

COUNTRY	PURPOSE	FROM	TO
NETHERLANDS	STUDY TOUR	02/09/91	18/03/93
SINGAPORE	STUDY TOUR	20/05/07	31/05/07
CHINA	STUDY TOUR	15/06/11	24/06/11
U.K.	VISIT	09/10/11	14/10/11
THAILAND	CONFERENCE	24/10/11	27/10/11
VIETNAM	SSC STUDY TOUR	21/01/13	30/01/13
MALAYSIA	ACAD STUDY TOUR	18/05/13	27/05/13
THAILAND	VISIT	08/10/13	12/10/13
CHINA	SSC STUDY TOUR	10/12/13	19/12/13

**POSTING ABROAD**

POST	ORGANISATION	COUNTRY	FROM	TO
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**ADDITIONAL PROFESSIONAL QUALIFICATION**

QUALIFICATION  
WINDOWS-95&98, WP, LOTUS, MS-WORD, MS-EXCEL, MS-POWERPOINT  
TYPING SPEED 20 WORDS PER MINUTE (WPM) BOTH IN ENG. & BANG.

**PUBLICATION**

BOOKS	PERIODICALS	MONOGRAPH	JOURNALS	DESCRIPTION	DATE
BOOK				FROM CALORIES TO CAPACITY BUILDING	1995-01-01
BOOK				A STUDY OF THE USE OF COMPUTER IN MANGT DECISION	1995-01-02

**HONOURS AND AWARD**

TITLE OF AWARD	GROUND	DATE
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**OTHER SERVICES (PRIOR CIVILIAN GAZETTED POST/RANK)**

NAME OF EMPLOYEE	ADDRESS	TYPE OF SERVICE	POSITION	FROM	TO
SHILPA BANK	MOTIJHEEL C/A., DHAKA	BANKING	SR OFFICER	21/12/78	13/02/84

**SERVICE HISTORY**

GOVT. SERVICE DATE	GAZETTED DATE	ENCADREMENT DATE	SENIORITY DATE	CADRE
14/02/84	14/02/84	14/02/84	02/04/83	BCS(ADMINISTRATION)

**PROMOTION PARTICULARS**

RANK	PROMOTION DATE	G.O. DATE	NATURE OF PROMOTION	PAY SCALE
SR ASSISTANT SECRETARY	25/03/92		SR SCALE	4800-7250/-
SR ASSISTANT SECRETARY	07/09/94		SELECTION GRADE	6300-8050/-
DY. SECRETARY	05/02/01		REGULAR	9500-12100/-
JOINT SECRETARY	05/03/05		REGULAR	11700-13500/-
ADDL. SECRETARY	27/01/09	27/01/09	REGULAR	19300-22100/-
SECRETARY	10/10/11	10/10/11	REGULAR	40000/- (FIXED)

**DISCIPLINARY ACTIONS/CRIMINAL PROSECUTION**

NATURE OF OFFENCE	PUNISHMENT	DATE	REMARKS
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**POSTING RECORDS**

PMIS - Personal Management Information System

POST	THANA/ORGANISATION	DIST./LOCATION	FROM	TO	PAY SCALE
ASSISTANT SECRETARY	M/O INDUSTRIES	DHAKA	14/02/84	30/06/87	1650-3020/-
ASSISTANT DIRECTOR	BPATC SAVAR	DHAKA	01/07/87	24/03/92	1650-3020/-
DEPUTY DIRECTOR	BPATC SAVAR	DHAKA	25/03/92	06/09/93	4800-7250/-
DEPUTY DIRECTOR	BPATC SAVAR	DHAKA	07/09/94	14/07/98	6300-8050/-
THANA NIRBAHI OFFICER	MOHANPUR	RAJSHAHI	15/07/98	04/01/00	9500-12100/-
DIRECTOR	PRIME MINISTER'S OFFICE	DHAKA	06/01/00	03/01/01	9500-12100/-
OSD(DY. SECRETARY)	M/O ESTABLISHMENT	DHAKA	21/06/01	14/07/01	9500-12100/-
SENIOR CO-ORDINATION OFFICER	PRIP TRUST	DHAKA	15/07/01	30/07/02	NOT GIVEN
OSD(DY. SECRETARY)	M/O ESTABLISHMENT	DHAKA	31/07/02	24/08/02	9500-12100/-
DEPUTY SECRETARY	ECONOMIC RELATIONS DIVISION	DHAKA	25/08/02	04/03/05	9500-12100/-
OSD(JOINT SECRETARY)	M/O ESTABLISHMENT	DHAKA	05/03/05	11/03/05	11700-13500/-
JOINT SECRETARY	ECONOMIC RELATIONS DIVISION	DHAKA	12/03/05	22/01/06	11700-13500/-
JOINT SECRETARY	M/O EDUCATION	DHAKA	23/01/06	26/01/09	16800-20700/-
OSD(ADDITIONAL SECRETARY)	M/O ESTABLISHMENT	DHAKA	27/01/09	03/02/09	19300-22100/-
ADDITIONAL SECRETARY	M/O AGRICULTURE	DHAKA	04/02/09	22/03/11	19300-22100/-
RECTOR IN CHARGE	BPATC SAVAR	DHAKA	23/03/11	09/10/11	33500-39500/-
RECTOR	BPATC SAVAR	DHAKA	19/10/11		40000/(FIXED)

**Last Update : 04/07/17 Time : 08:04:39**