**PERSONNEL DATA SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| A | | | |
| (i) | Name | : |  |
| (ii) | Cadre | : |  |
| (iii) | Batch | : |  |
| (iv) | ID No | : |  |
| (V) | Date of Joining | : |  |
| (vi) | Date of Birth | : |  |

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Main area of Studies | Certificate/Degree | Year | Division/ Class/CGPA |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**IN-SERVICE TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Title/Type of Training | Period | | Remarks |
| From | To |  |
|  |  |  |  |  |
|  |  |  |  |  |

**FOREIGN TRAINING (Including Foreign Bachelor, Masters, PhD and Training above 3 Months)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Type/Title of Training | Period | | Remarks |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |

**FOREIGN TRAVEL/STUDY TOUR (Training Period below 3 Months)**

|  |  |  |  |
| --- | --- | --- | --- |
| Countries Visited | Purpose | Period | |
| From | To |
|  |  |  |  |
|  |  |  |  |

**PUBLICATIONS**

|  |
| --- |
| 1. Book |
| 1. News & Periodicals |
| 1. Professional Journal |
| 1. Monograph |

**HONOURS AND AWARD**

|  |  |
| --- | --- |
| Title of Award | Date |
|  |  |