



Software Requirements Specification

Faculty Information System (FIS)



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Revision History

Date	Version	Description	Author	Reviewer
01.11.2019	0.1	Initial version	Akash Poddar	

Definitions, Acronyms, and Abbreviations

SDLC	Software Development Life Cycle
FIS	Faculty Information System
QA	Quality Assurance
GUI	Graphical User Interface
HTTP	Hyper Text Transfer protocol
HTTPS	Hypertext Transfer Protocol Secure
HTML	Hypertext Markup Language



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1. Introduction

1.1 Purpose

The purpose of this SRS document is to provide a detailed overview of our software product, its parameters and goals. It will contain the specifications and functionalities of the proposed Faculty Information System (FIS). This document describes the project's target audience and its user interface, hardware and software requirements. It may also help any designer and developer to assist in software development lifecycle (SDLC). But it may not fully describe how the system works or how the user should use it. For that purpose, one should read the user's guide of FIS.

1.2 Intended Audience

This SRS document is intended for:

- Developers who can review project's capabilities and more easily understand where their efforts should be targeted to improve or add more features to it (it sets the guidelines for each features' design and coding).
- QA member can use this document as a base for their testing strategy as some bugs are easier to find using a requirements document. This way testing becomes more methodically organized.
- SW architect need to extensively follow this document to prepare the system architecture.
- End users of this application who wish to read about what this project can do.

1.3 Project Scope

The scope of this project is to utilize the existing available faculty information of MIST to build a web-based customized platform that will serve as the master record of data about all full- and part-time faculties. Under the scope of this project, initially following capabilities will be delivered:

- Search/browse faculty
- View/edit faculty records
- Role based view control of faculty information
- Report generation

1.4 References

Will be updated later

2. Overall Description

2.1 Product Perspective

FIS is a web-based platform that is used to collect, manage and report faculty teaching, research, and service activities, along with other professional accomplishments. This system will be an information database and can be used by Universities to hold their faculty information and display it on the web. People with minimal web browser experience can use the system to their fullest.

2.2 Product Functions

Major functionalities of the system are defined as below:

- Faculty search
- View records
- Report generation
- Leave management
- Faculty personal info management
- Faculty service info management
- Faculty educational info management
- Course information management

2.3 User Classes and Characteristics

All users of the system can be categorized in below types.

System Admin: based on the request provide admin privilege.

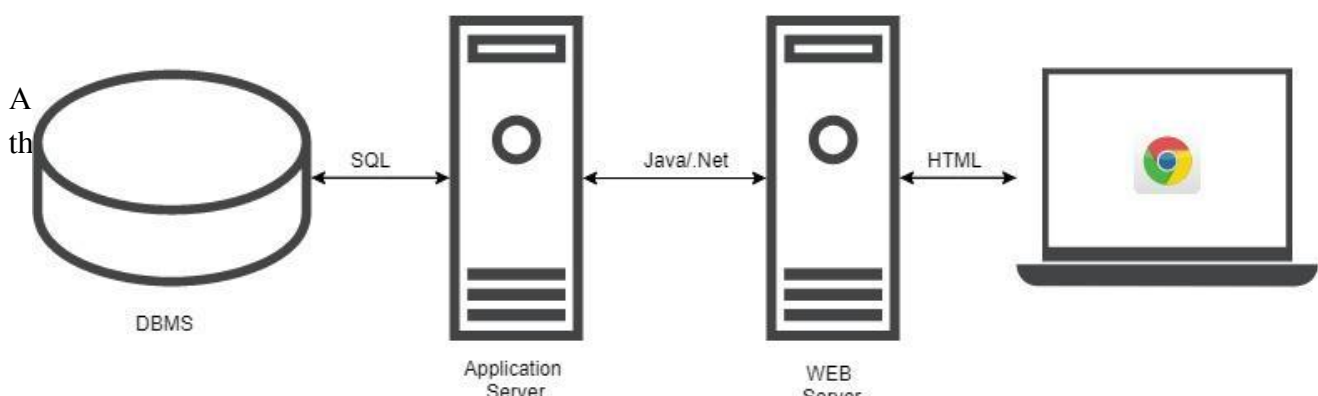
Admin: Admin user will be able to insert and delete records. They will have master view permission to see all the available information.

Faculties: can login to the system and only modify his/her records.

Other user: can only view the publicly accessible pages.

2.4 Operating Environment

The FIS web site will be operated from the MIST server. When a user intends to access the FIS site he will be redirected to the MIST server where the site is hosted and that will help user to access the desired data to and from our database. Below operating environment can be utilized to serve the purpose.





manages multiple user sessions logged onto the system at the same time as well as more complex business rule execution. And the application server also communicates to the centralized database server for any DB request

2.5 Design and Implementation Constraints

The system shall be developed using open source tools and shall run on all popular web browsers. Database shall be implemented at least using a centralized database management system. The proposed system shall be designed such that they run on can be upgraded on a regular basis without any impact to overall UID system in use. The design must allow for replacement of hardware components with comparable hardware components from any vendor with minimal impact on the remaining hardware components.

2.6 User Documentation

User guide/manual will be prepared and updated later.

2.7 Assumptions and Dependencies

It is assumed that required faculty data will be made available for the project in some phase of its completion. It is also assumed that the user is familiar with an internet browser and also familiar with handling the keyboard and mouse. Since the application is a web-based application there is a need for the internet browser and it is also assumed that the users will possess decent internet connectivity.

Although basic password authentication and role-based security mechanism will be used to protect FIS from unauthorized access, functionality such as inserting, deleting, and updating are assumed to be sufficiently protected under the existing security policies applied by the FIS developing team.

3. External Interface Requirements

3.1 User Interfaces

FIS's GUI shall be a simple designed user interface which shall load all the Interfaces that constitute the basic functions of the application.

The most common features of FIS's GUI are:

- Faculty information Search
- Login
- Registration
- Admin view

- Data insert/edit by faculty / admin
-

N.B.: GUI list will be updated later based on the IA (information architecture) document.

3.2 Hardware Interfaces

At least two servers with 16GB RAM should be used for FIS

3.3 Software Interfaces

FIS is a Web-based customized platform and it should run on all popular web browsers. Internet connection is also required.

3.4 Communications Interfaces

User on Intranet will be using HTTP/HTTPS protocol.

4. Functional Requirements

Below is the list of functional requirements of the proposed system.

Use case #	Title
UC-1	Faculty Registration
UC-2	Faculty log in
UC-3	Enter new record by faculty
UC-4	Modify old records by faculty
UC-5	Enter new record by Admin
UC-6	Modify old records by Admin
UC-7	Search information
UC-8	Browse Faculty by Dept
UC-9	Browse Faculty by Research area

4.1 UC-1 Faculty Registration

Military Institute of Science & Technology (MIST), Mirpur Cantonment, Dhaka-1216, Bangladesh



Trigger	Faculty Registration
Pre-conditions	Faculty is not logged in and not already registered
Post-conditions	Faculty UID and Password will be created in the system for valid log in.
Main Success Scenario	<ol style="list-style-type: none"> 1. Enter his/her ID number shown in this ID card 2. System checks available account against the ID number 3. Faculty enter his/her desired user name 4. User retypes the password 5. System checks if the user name is not already in use 6. System checks if the two passwords are identical 7. Enter valid email and submit 8. Choose Category (military /Civil) 9. System sends email verification link to the email 10. Once the email verification is done by the faculty, system will register the new faculty with the given parameters (user name, password)
Extensions	<p>2a. Registered account already exists for the ID number</p> <p>- Faculty will not be able to register with this ID number. Need to check with admin.</p> <p>5a. Faculty name is already in use</p> <p>- faculty is requested to select another user name and password</p> <p>6a. The two passwords are different</p> <p>- Faculty is requested to retype (twice) his/her password</p>
Priority	High
Special Requirements	NA
Open Questions	???

4.2 UC-2 Faculty Login

UC-2	Faculty Login
Primary Actor(s)	Any Faculty

Description	Faculty login to the system with valid user ID and password user
Trigger	Login
Pre-conditions	Faculty is not logged in and already registered
Post-conditions	Faculty will be redirected to his/her personal page
Main Success Scenario	<ol style="list-style-type: none"> 1. Enter user ID 2. Enter Password 3. Press login button 4. System cheches if user ID exists 5. System checks if password matches for given user ID 6. Once the user ID and password matches, user logged in to the system
Extensions	<p>4a. user ID does not exist</p> <p>- Faculty will not be able to login and proper error message will be shown to the user</p> <p>5a. Password mismatch</p> <p>- faculty will be requested to retry password (max 5 times)</p>
Priority	High
Special Requirements	NA
Open Questions	???

4.3 UC-3 Enter new record by faculty

UC-3	Enter new record by faculty
Primary Actor(s)	Any Faculty
Description	Enter new record in the database through form
Trigger	Add new record
Pre-conditions	Faculty need to be logged in
Post-conditions	New record will be available to users based on their access permission
Main Success Scenario	<ol style="list-style-type: none"> 1. Expand the section to add new record 2. Click on the add icon 3. Provide mandatory and valid data in the form 4. Save and close
Extensions	<p>3a. Input data format is not valid</p> <p>- system will prompt warning if invalid data is provided to any filed</p> <p>4a. try to save without filling the mandatory field.</p>

	- form will not close and warning will be shown to the user
Priority	High
Special Requirements	NA
Open Questions	???

4.4 UC-4 Modify old records by faculty

UC-4	Modify old records by faculty
Primary Actor(s)	Any Faculty
Description	Modify old records in the database through form
Trigger	Modify old records
Pre-conditions	Faculty need to be logged in
Post-conditions	Modified records will be available to users based on their access permission
Main Success Scenario	<ol style="list-style-type: none"> 1. Expand the desired section to modify records 2. Click on the edit icon 3. fill the desired field in the form 4. Save and close
Extensions	3a. modified data format is not valid - system will prompt warning if invalid data is provided to any filed
Priority	High
Special Requirements	NA
Open Questions	???

4.5 UC-5 Enter new record by Admin

UC-5	Modify old records by faculty
Primary Actor(s)	Admin
Description	Enter new record in the database through form
Trigger	Add new record
Pre-conditions	Admin need to be logged in
Post-conditions	Added records will be available to users based on the access permission
Main Success Scenario	<ol style="list-style-type: none"> 1. Chose the desired area to add new data 2. Enter new data in the form 3. Save and close
Extensions	2a. entered data format is not valid



	- system will prompt warning if invalid data is provided to any filed
Priority	High
Special Requirements	NA
Open Questions	???

4.6 UC-6 Modify old records by admin

UC-6	Modify old records by admin
Primary Actor(s)	Admin
Description	Modify old records in the database through form
Trigger	Modify old records
Pre-conditions	Admin need to be logged in
Post-conditions	Modified records will be available to users based on their access permission
Main Success Scenario	<ol style="list-style-type: none"> 1. Select user to modify his/her records 2. Chose the desired section to modify data 3. Modify existing data in the form 4. Save and close
Extensions	3a. modified data format is not valid - system will prompt warning if invalid data is provided to any filed
Priority	High
Special Requirements	NA
Open Questions	???

4.7 UC-7 Search Information

UC-8	Search Information
Primary Actor(s)	Any user
Description	Can search for faculty information
Trigger	Search
Pre-conditions	FIS need to be open
Post-conditions	Modified records will be available to users based on their access permission
Main Success Scenario	<ol style="list-style-type: none"> 1. Write search term/terms in the search box 2. Press search
Extensions	NA
Priority	High
Special Requirements	NA
Open Questions	???



4.8 UC-8 Browse Faculty by Dept

UC-8	Browse Faculty by Dept
Primary Actor(s)	Any user
Description	Able to browse faculty by their dept
Trigger	Browse by dept
Pre-conditions	FIS need to be open
Post-conditions	Dept. faculty list will be open
Main Success Scenario	<ol style="list-style-type: none"> 1. Select menu 2. Chose browse by dept
Extensions	Dept will be sorted alphabetically and first one will be shown by default and user will be able to choose other dept from the dropdown list
Priority	High
Special Requirements	??
Open Questions	???

4.9 UC-9 Browse Faculty by Research area

UC-9	Browse Faculty by Research area
Primary Actor(s)	Any user
Description	Able to browse faculty by their research area
Trigger	Browse by research area
Pre-conditions	FIS need to be open
Post-conditions	faculty list will be open based on research area
Main Success Scenario	<ol style="list-style-type: none"> 1. Select menu 2. Chose browse by research area
Extensions	Research areas will be sorted alphabetically and first one will be shown by default and user will be able to choose other research area from the dropdown list
Priority	High
Special Requirements	??
Open Questions	???

4.10 UC-10 Apply for Leave

UC-10	Apply for leave
Primary Actor(s)	Faculty and admin



Description	Authorized user can apply for leave
Trigger	Apply leave
Pre-conditions	User need to be logged in
Post-conditions	- New entry will be shown in the Leave status table of the user - approver admin will see new entry in the leave approval pending list
Main Success Scenario	<ol style="list-style-type: none"> 1. Click on apply leave 2. Choose leave type 3. Choose the leave start date and end date 4. Choose leave approver 5. Click on apply now
Extensions	2a. user is not eligible for selected leave type - system will prompt warning to choose another type 5a. click apply now without provide proper information - system will prompt warning to provide proper information
Priority	High
Special Requirements	??
Open Questions	???

4.11 UC-11 View Leaves status

UC-11	View Leaves status
Primary Actor(s)	Faculty and admin
Description	Authorized user can see his/her applied leave status
Trigger	Apply leave
Pre-conditions	User need to be logged in
Post-conditions	- user can see his/her applied leave status
Main Success Scenario	<ol style="list-style-type: none"> 1. Click on apply leave 2. Lower section of Apply leave page will show the leave status 3. Click on the individual row will show the details of applied leave
Extensions	NA
Priority	Medium
Special Requirements	??
Open Questions	???

4.12 UC-12 Set view permission for specific users by System admin

UC-12	Set view permission for specific users by System admin
Primary Actor(s)	System admin
Description	System admin is allowed to set specific view permission for other users
Trigger	login
Pre-conditions	System admin need to be logged in
Post-conditions	- view permission applied by sys admin will be impacted
Main Success Scenario	<ol style="list-style-type: none"> 1. Log in with system admin user credentials 2. Set view permission for different user group (As in Appendix: B)
Extensions	NA
Priority	Medium
Special Requirements	??
Open Questions	???

4.13 UC-13 Update faculty contact information by admin

UC-13	Update faculty contact information by admin
Primary Actor(s)	Admin
Description	Admin will enter/update contact information of a faculty
Trigger	Update personal info
Pre-conditions	User need to be logged in
Post-conditions	- contact info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Chose faculty to enter/update his/her info 2. Choose personal info 3. Enter contact info 4. Save and close
Extensions	
Priority	High
Special Requirements	<p>Contact info may contain:</p> <p>Present Address</p> <p>Permanent Address</p>



	Home phone Mobile email emergency contact relation with emergency contact
Open Questions	???

4.14 UC-14 Update faculty family information by admin

UC-14	Update faculty family information by admin
Primary Actor(s)	Admin
Description	Admin will enter/update service information of a faculty
Trigger	Update personal info
Pre-conditions	User need to be logged in
Post-conditions	- family members info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Chose faculty to enter/update his/her family info 2. Choose personal info 3. Enter family info 4. Save and close
Extensions	
Priority	High
Special Requirements	Family info may contain: Name relation Occupation address
Open Questions	???



4.15 UC-15 Enter/update faculty current service information by admin

UC-15	Enter/update faculty current service information by admin
Primary Actor(s)	Admin
Description	Admin will enter/update service information of a faculty
Trigger	Update personal info
Pre-conditions	User need to be logged in
Post-conditions	- current service info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Chose faculty to enter/update his/her service info 2. Choose service info 3. Enter service info 4. Save and close
Extensions	
Priority	High
Special Requirements	<p>service info may contain:</p> <p>Designation</p> <p>place of posting</p> <p>pay-scale</p> <p>posted as</p> <p>Tribal</p> <p>freedom fighter</p> <p>joining date (current position)</p> <p>Lives in Govt. Quarter</p>
Open Questions	???

4.16 UC-16 Enter/Update previous posting information by admin

UC-16	Enter/update faculty current previous posting by admin
Primary Actor(s)	Admin
Description	Admin will enter/update previous posting information of a faculty
Trigger	Update service info

Pre-conditions	User need to be logged in
Post-conditions	- previous posting info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her previous posting info 2. Choose service info 3. Enter previous posting info 4. Save and close
Extensions	
Priority	High
Special Requirements	<p>previous posting info may contain:</p> <p>Designation As</p> <p>place of posting</p> <p>Joining date</p> <p>Release date</p>
Open Questions	???

4.17 UC-17 Enter/update promotion information by admin

UC-17	Enter/update promotion information by admin
Primary Actor(s)	Admin
Description	Admin will enter/update promotion information of a faculty
Trigger	Update service info
Pre-conditions	User need to be logged in
Post-conditions	- promotion info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her promotion info 2. Choose service info 3. Enter previous promotion info 4. Save and close
Extensions	
Priority	High
Special Requirements	<p>Promotion info may contain:</p> <p>Designation</p>

	<p>promoted on</p> <p>Designation as on Last Promotion</p>
Open Questions	???

4.18 UC-18 Enter/update liens by admin

UC-18	Enter/update liens by admin
Primary Actor(s)	Admin
Description	Admin will enter/update liens of a faculty
Trigger	Update service info
Pre-conditions	User need to be logged in
Post-conditions	- liens info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her liens info 2. Choose service info 3. Enter previous promotion info 4. Save and close
Extensions	
Priority	High
Special Requirements	<p>liens info may contain:</p> <p>Type</p> <p>Approved From</p> <p>Approved Till</p> <p>GO No.</p> <p>GO Date</p>
Open Questions	???

4.19 UC-19 Enter/update deputations by admin

UC-19	Enter/update deputations by admin
Primary Actor(s)	Admin

Description	Admin will enter/update deputation of a faculty
Trigger	Update service info
Pre-conditions	User need to be logged in
Post-conditions	- deputation info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her deputation info 2. Choose service info 3. Enter deputation info 4. Save and close
Extensions	
Priority	High
Special Requirements	Deputation info may contain: Type Approved From Approved Till Total approved days GO No. GO Date
Open Questions	???

4.20 UC-20 Enter/Update disciplinary actions by admin

UC-20	Enter/Update disciplinary actions by admin
Primary Actor(s)	Admin
Description	Admin will enter/update disciplinary action info of a faculty
Trigger	Update service info
Pre-conditions	User need to be logged in
Post-conditions	- disciplinary action info of faculty will be stored in DB and can be viewed
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her disciplinary action info 2. Choose service info 3. Enter disciplinary action info 4. Save and close



Extensions	
Priority	High
Special Requirements	Disciplinary action info may contain: Complain Category Date Complain description Decision
Open Questions	???

4.21 UC-21 Upload NOC by admin

UC-21	Upload NOC by admin
Primary Actor(s)	Admin
Description	Admin will upload NOC of a faculty
Trigger	Update service info
Pre-conditions	User need to be logged in
Post-conditions	- logged in faculty can be able to view the NOC and download from his/her page
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to enter/update his/her liens info 2. Choose service info 3. Enter previous promotion info 4. Save and close
Extensions	
Priority	High
Special Requirements	NOC upload may contain: Upload date GO No GO Date
Open Questions	???

4.22 UC-22 Review ACR by admin

UC-22	Review ACR by admin
Primary Actor(s)	Admin



Description	Admin will able to download/review faculty ACR
Trigger	Download
Pre-conditions	User need to be logged in
Post-conditions	- Logged in faculty will be able to see the reviewed ACR in his/her page
Main Success Scenario	<ol style="list-style-type: none"> 1. Choose faculty to review his/her ACR 2. Choose download 3. From ARC section select review option 4. Perform the review 5. Save and close
Extensions	
Priority	High
Special Requirements	
Open Questions	???

4.23 UC-23 Move to course page to update course materials

UC-23	Move to course page to update course materials
Primary Actor(s)	Faculty
Description	Faculty can update the course information he is conducting/conducted
Trigger	Couse Conducting
Pre-conditions	User need to be logged in
Post-conditions	- updated course info will be available to authorized users
Main Success Scenario	<ol style="list-style-type: none"> 1. Select Term from dropdown menu under Courser Conducting 2. Choose the course from the list to update. 3. Update in the redirected google classroom page 4. Close
Extensions	
Priority	High
Special Requirements	
Open Questions	???



5. Requirements

5.1 Performance Requirements

All pages should be loaded within three seconds or less, assuming a broadband connection on the client side. The system should support as many as 1000 online users simultaneously with negligible response delay.

5.2 Safety and Security Requirements

Only authorized users will be permitted to access the system to manipulate data. Safety and Security needs to be addressed to handle the following situations:

- Exposure of sensitive personal data such as NID, Payroll and Benefits data among employees
- Loss of sensitive personnel data outside the enterprise
- Unauthorized updates of personal data
- Sharing data with external organizations and service providers.

5.3 Software Quality Attributes

5.3.1 Usability

The web interface of the system will be designed to be concise and user-friendly, with a graphical interface to help users identify the proper choice on the screen. Users are expected to be able to use the system productively with minimal or no training.

5.3.2 Reliability and Robustness

The system should be available at all times (24 hours a day, 7 days a week) except for monthly maintenance of no more than 10 minutes. The system backup onto a second server will be performed during the maintenance time as well as once daily (at midnight) and system recovery will only be executed as necessary. In addition, the secondary server will be prepared to help recover in the event of hardware failure.

5.3.3 Functionality

The system should be able to provide right forms to the authorized user for data entry. Also it should provide right option for data modification.



Appendix A: BAFZ-2043

This form can be used to insert faculty data to our system. Based on the category (military/civil) of the faculty system will show appropriate field to the faculty to add or edit.

BAFZ-2043 Form
PARTICULARS AND RECORD OF SERVICE
OFFICERS

PART I – PERSONAL INFORMATION

1. (a) Personal Number: _____
(b) National ID Number: _____
2. (a) Rank (Temporary) _____
(b) Auth (Gazette Notification/MS Br/CORO Order etc) _____
(c) Rank (Substantive/Substantive Temporary) _____
(d) Auth (Gazette Notification/MS Br/CORO Order etc) _____
3. NAME (IN BLOCK CAPITAL): _____
নাম (বাংলায়): _____
4. Arms/Service: _____
5. (a) Date of Birth: _____ (b) Place (Village/City): _____
(c) Birth Certificate Number: _____
6. (a) Height: _____ (in inch) _____ (in cm)
(b) Weight: _____ (in pound) _____ (in kg)
(c) Build: _____
7. (a) Complexion: _____
(b) Eyes (Colour): _____
8. Visible Identification Mark(s): _____
9. Blood Group: _____
10. Medical History Details: _____



- (a) Present Medical Category: _____
- (b) Present Nature of Disability (if any): _____
- (c) Present Attributably (if any): _____
- (d) Previous Medical History (Add Additional Pages for More Information):

Name of Disease(s)	Nature of Injury (Severe/Minor)	Date of Hospital Admission		Medical Category		
		From	To	Class	From	To

11. a. Religion: _____
- b. Caste : _____
12. Nationality: _____ Previous Nationality (if any): _____
13. Address(s):
- a. Permanent Address: _____
- _____
- _____
- b. Present Address: _____
- _____
- _____
- c. Alternate Present Address (If Any): _____
- _____
- _____
14. Contact Details:
- a. Personal e-mail Address: _____
- b. T&T Phone Number: _____
- c. Mobile Number: _____
15. a. Passport Number: _____
- b. Date of Issue: _____ c. Place of Issue: _____
- d. Date of Expiry: _____ e. Issuing Auth: _____
- f. Type of Passport: _____



- g. Reasons for Obtaining: _____
16. Countries Visited (Add Additional Pages for More Information):

Serial I	Name of Country	Duration		Reasons for Visiting
		From	To	

17. Language Skill (Except Bengali & English) - Please specify Speaking, Writing & Reading):

Serial	Language	Efficiency

18. a. Father's Name in Full: _____
- b. Nationality: _____ Previous Nationality (if Any): _____
Date of Bangladeshi Citizenship and Authority (if Applicable): _____
- c. Present Address with Contact Numbers : _____

- d. Present Age: _____ or Date of Decease: _____
- e. Father's Occupation/Profession (Examples: Farmer, Business, Politician etc. with details)

Note:

(1) Please briefly specify the nature of Occupation/Profession with details of Job Description, Designation and Details of Organization including Name and Address.

(2) In case of Deceased specify the Previous Occupation/Profession with Details.

- f. Annual Average Income: _____



19. a. Mother's Name in Full: _____
- b. Nationality: _____ Previous Nationality (if Any): _____
Date of Bangladeshi Citizenship and Authority (if Applicable): _____
- c. Present Address with Contact Numbers : _____

- d. Present Age: _____ or Date of Decease: _____
- e. Mother's Occupation/Profession (Examples: Farmer, Business, Politician etc. with details)

Note:

(1) Please briefly specify the nature of Occupation/Profession with details of Job Description, Designation and Details of Organization including Name and Address.

(2) In case of Deceased specify the Previous Occupation/Profession with Details.

- f. Annual Average Income: _____



20. Own Brothers and Sisters (Add Additional Pages for More Information):

Name in Full	Age	Nationality	Occupation and Present Address	Dependency (On You)

21. Position of Own within Brothers and Sisters: _____

22. (a) Marital Status (Please Tick): Married / Unmarried

(b) Date of Marriage: _____

(c) Authority (CORO Order): _____

23. Details of Spouse:

a. NAME (IN BLOCK CAPITAL): _____

নাম (বাংলায়): _____

b. Date of Birth : _____ (c) Place of Birth: _____ d.

Birth Registration Number: _____

e. Nationality: _____ Previous Nationality (if any) _____

Authority of Bangladeshi Citizenship (If Applicable): _____

f. National ID Card Number: _____

g. Educational Qualification: _____

h. Occupation of Spouse: _____

j. Details of Occupation: _____

24. Particulars of Children (As per CORO Order):

Name of Children	Sex	Date of Birth	Occupation	Present Address

25. Particulars of Chronic/Severe/xxxxxxxxx Disease of Self/Spouse/Children (Add Additional Pages for More Information):

Name	Name of Disease	Nature of Disease	Date of Illness	Present Condition

26. Details of Father In-Laws:

- a. Name of Father-in-Law in full: _____
 - b. Nationality: _____ Previous Nationality (if Any): _____
Date of Bangladeshi Citizenship and Authority (if Applicable): _____
 - c. Present Address with Contact Numbers : _____

 - d. Present Age: _____ or Date of Decease: _____
 - e. Father in Law's Occupation/Profession (Examples: Farmer, Business, and Politician etc. with details) _____

- Note:
- (1) Please briefly specify the nature of Occupation/Profession with details of Job Description, Designation and Details of Organization including Name and Address.
 - (2) In case of Deceased specify the Previous Occupation/Profession with Details.
- f. Annual Average Income: _____

27. Details of Mother In-Laws:

- a. Name of Mother-in-Law in full: _____
- b. Nationality: _____ Previous Nationality (if Any): _____
Date of Bangladeshi Citizenship and Authority (if Applicable): _____
- c. Present Address with Contact Numbers : _____

- d. Present Age: _____ or Date of Decease: _____

- e. Mother in Law's Occupation/Profession (Examples: Housewife, Business, and Politician etc. with details)_____

Note:

(1) Please briefly specify the nature of Occupation/Profession with details of Job Description, Designation and Details of Organization including Name and Address.

(2) In case of Deceased specify the Previous Occupation/Profession with Details.

- f. Annual Average Income: _____

28. Details of Next Of Kin (NOK) Name in Full (With Relationship, Occupation and Address):

Ser	Allounce /Project /Fund/Assets	Name	Relation	Rate %	Adds and Phone	Auth
a.	For Pension					
b.	For Family Security Scheme					
c.	For DOSP Fund					
d.	For Personal Assets					
e.	In case Listed NOK is not traceable (Give another Name)					

29. Near Relations in Defence Services (To Include Brothers, Sisters, First Cousins and Uncles of Both Husband and Wife): (Add Additional Pages for More Information):

Rank	Name	Relationship	Arms/Svc	Present Address



30. Name and Address of all Brother and Sister-in-Laws:

Name in Full	Address	Occupation

31. Details of Bank Accounts: (Add Additional Pages for More Information):

- a. Name of Bank: _____
- b. Account Number: _____
- c. Type of Account: _____

PART II – EDUCATION

32. Educational Qualification(s):

Duration		School/ College/ University	Examination Passed (Give Subjects)	Division / GPA Obtained	Year of Passing the Exam	Remarks (Include Standing in the Board if any)
From	To					

PART III – PRE COMMISSION



33. Pre Commission (Government/Non-Government) Service:

Duration		Name of Unit Establishment	Designation & Appointment	Remarks
From	To			

34. Pre Commission Training:

Duration		Name and Location of Training Establishment	Any Appointment Held	Any Distinction Obtained	Remarks
From	To				

PART IV – COMMISSION

35. a. Course at Academy: _____
- b. Date of Joining at Academy: _____
- c. Date of Commission: _____
- d. Type of Commission: _____ Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc): _____
- f. Ante Date Seniority: _____ Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc): _____
- g. Date Granted Permanent Regular Commission in case of Originally Granted a Non-Regular Commission: _____ Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc): _____
- h. Date of Joining Bangladesh Army: _____ Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc): _____
- j. Arms/Services into which Originally Commissioned: _____
 _____ (Name of Arms/Services and Unit/ Regiment)
- k. Name of Previous Arms/Service in case of change of Arms/Service: _____

PART V – POST COMMISSION



36. Post Commission Training (Home and Abroad).

Duration		Name and Location of Training Establishment	Name of Course Attended	Qualification/ Grading Obtained on Completion
From	To			

37. Additional Qualification (If Any)._____

38. Qualification in Officers Standard/ Advanced Map Reading and Promotion Examinations:

Name of Examination	Year of Passing	Authority
Officers Standard/Advanced Map Reading		
Promotion Examination – Lieutenant to Captain		
Promotion Examination –Captain to Major		

PART VI – RANKS HELD

39. Promotions and Held Appointments (Add Additional Pages for More Information):



Date	Type of Promotion		Rank	Any Retrospective effect	Notified in What Orders (Quote Number and Date of Notification if known)
	Temporary	Substantive / Substantive Temporary			

PART VII – BRIEF RECORD OF SERVICE
IN CHRONOLOGICAL ORDER

40.

Duration		Regimental and Command Appointments	On the Staff Appointments	Instructional Appointments
From	To			

PART VIII – PARTICULARS OF ACTIVE SERVICE (WAR)

41.

Duration		Name of Operation /War	Appointment held in Operation/War	Any Gallantry Award Received Authority (Gazette Notification/CORO Order)	Remarks
From	To				



42. Non-Operational Awards:

Description of Honors and Awards	Date and Year Granted	Brief details of Service for which awarded with auth (Gazette Notification/CORO Order etc)	Remarks

PART IX – EVENTS AFFECTING CAREER

43. Details of Breaking Military Law:

(e.g. Court Martial, Summary Award, Court of inquiry affecting the officer even if he was acquitted/ exonerated and also adverse report)

Dates	Details of Events	Finding/Final Decision (State by Whom)

44. Details of Breaking Civil Law (If Applicable):

Section	Details of Crimes	Place and Date of Judgment	Punishments

Appendix B: Access area of user groups

Information	Admin (Logged in)	Faculty (logged in)	Others
Personal Number	Yes	Yes	No
National ID Number	Yes	Yes	No
Rank (Temporary)	Yes	Yes	Yes
Auth (Gazette Notification/MS Br/CORO Order etc)	Yes	Yes	No
Rank (Substantive/Substantive Temporary)			No
Auth (Gazette Notification/MS Br/CORO Order etc)			No
NAME (IN BLOCK CAPITAL):	Yes	Yes	Yes
নাম (বাংলায়)	Yes	Yes	Yes
Arms/Service	Yes	Yes	Yes
Date of Birth	Yes	Yes	No
Place (Village/City)	Yes	Yes	No
Birth Certificate Number	Yes	Yes	No
Height	Yes	Yes	No
Weight	Yes	Yes	No
Build	Yes	Yes	No
Eyes (Colour)	Yes	Yes	No
Visible Identification Mark(s)	Yes	Yes	No
Blood Group	Yes	Yes	No
Medical History Details	Yes	Yes	No
Present Medical Category	Yes	Yes	No
Present Nature of Disability (if any)	Yes	Yes	No
Present Attributably (if any)	Yes	Yes	No
Previous Medical History (Add Additional Pages for More Information)	Yes	Yes	No
Religion	Yes	Yes	Yes
Caste	Yes	Yes	No
Nationality:	Yes	Yes	Yes
Previous Nationality (if any)	Yes	Yes	No
Permanent Address	Yes	Yes	No
Present Address	Yes	Yes	No
Alternate Present Address (If Any)	Yes	Yes	No
Personal e-mail Address	Yes	Yes	No

Official email address	Yes	Yes	Yes
T&T Phone Number	Yes	Yes	Yes
Mobile Number	Yes	Yes	Yes
Passport Number	Yes	Yes	No
Date of Issue	Yes	Yes	No
Place of Issue	Yes	Yes	No
Date of Expiry	Yes	Yes	No
Issuing Auth	Yes	Yes	No
Type of Passport	Yes	Yes	No
Reasons for Obtaining	Yes	Yes	No
Countries Visited (Add Additional Pages for More Information)	Yes	Yes	No
Language Skill (Except Bengali & English)	Yes	Yes	No
Father's Name in Full	Yes	Yes	No
Nationality	Yes	Yes	No
Previous Nationality (if Any)	Yes	Yes	No
Date of Bangladeshi Citizenship and Authority (if Applicable)	Yes	Yes	No
Present Address with Contact Numbers	Yes	Yes	No
Present Age:	Yes	Yes	No
Father's Occupation/Profession	Yes	Yes	No
Annual Average Income:	Yes	Yes	No
Mother's Name in Full:	Yes	Yes	No
Nationality	Yes	Yes	No
Previous Nationality (if Any)	Yes	Yes	No
Date of Bangladeshi Citizenship and Authority (if Applicable)	Yes	Yes	No
Present Address with Contact Numbers	Yes	Yes	No
Present Age:	Yes	Yes	No
Mother's Occupation/Profession	Yes	Yes	No
Annual Average Income:	Yes	Yes	No
Own Brothers and Sisters	Yes	Yes	No
Name in Full	Yes	Yes	No
Age	Yes	Yes	No
Nationality	Yes	Yes	No
Occupation	Yes	Yes	No
Present Address	Yes	Yes	No
Dependency(On You)	Yes	Yes	No
Position of Own within Brothers and Sisters	Yes	Yes	No
Marital Status	Yes	Yes	No

Date of Marriage	Yes	Yes	No
Authority (CORO Order)	Yes	Yes	No
Details of Spouse	Yes	Yes	No
NAME (IN BLOCK CAPITAL)	Yes	Yes	No
নাম (বাংলায়)	Yes	Yes	No
Date of Birth	Yes	Yes	No
Place of Birth	Yes	Yes	No
Birth Registration Number	Yes	Yes	No
Nationality	Yes	Yes	No
Previous Nationality (if any)	Yes	Yes	No
Authority of Bangladeshi Citizenship (If Applicable)	Yes	Yes	No
National ID Card Number	Yes	Yes	No
Educational Qualification	Yes	Yes	No
Occupation of Spouse	Yes	Yes	No
Details of Occupation	Yes	Yes	No
Particulars of Children (As per CORO Order)	Yes	Yes	No
Name of Childre	Yes	Yes	No
Sex	Yes	Yes	No
Date of Birth	Yes	Yes	No
Occupation	Yes	Yes	No
Present Address	Yes	Yes	No
Particulars of Chronic/Severe/xxxxxxxxx Disease of Self/Spouse/Children (Add Additional Pages for More Information)	Yes	Yes	No
Details of Father In-Laws	Yes	Yes	No
Name of Father-in-Law in full	Yes	Yes	No
Nationality	Yes	Yes	No
Previous Nationality (if Any)	Yes	Yes	No
Date of Bangladeshi Citizenship and Authority (if Applicable)	Yes	Yes	No
Present Address with Contact Numbers	Yes	Yes	No
Present Age	Yes	Yes	No
or Date of Decease	Yes	Yes	No
Father in Law's Occupation/Profession	Yes	Yes	No
Annual Average Income	Yes	Yes	No
Details of Mother In-Laws	Yes	Yes	No
Name of Mother-in-Law in full	Yes	Yes	No
Nationality	Yes	Yes	No
Previous Nationality (if Any)	Yes	Yes	No

Date of Bangladeshi Citizenship and Authority (if Applicable)	Yes	Yes	No
Present Address with Contact Numbers	Yes	Yes	No
Present Age	Yes	Yes	No
or Date of Decease	Yes	Yes	No
Mother in Law's Occupation/Profession	Yes	Yes	No
Annual Average Income	Yes	Yes	No
Near Relations in Defence Services (To Include Brothers, Sisters, First Cousins and Uncles of Both Husband and Wife)	Yes	Yes	No
Name and Address of all Brother and Sister-in-Laws	Yes	Yes	No
Name in Full	Yes	Yes	No
Address	Yes	Yes	No
Occupation	Yes	Yes	No
Details of Bank Accounts	Yes	Yes	No
Name of Bank:	Yes	Yes	No
Account Number:	Yes	Yes	No
Type of Account:	Yes	Yes	No
Educational Qualification(s)	Yes	Yes	Yes
Academic engagements	Yes	Yes	Yes
Administrative Engagements	Yes	Yes	Yes
Publications	Yes	Yes	Yes
Trainings	Yes	Yes	Yes
Course Conducted	Yes	Yes	Yes
Research Area	Yes	Yes	Yes
professional memberships	Yes	Yes	Yes
Awards	Yes	Yes	Yes
Pre Commission (Government/Non-Government) Service	Yes	Yes	No
Pre Commission Training:	Yes	Yes	No
Course at Academy:	Yes	Yes	No
Date of Joining at Academy:	Yes	Yes	No
Date of Commission:	Yes	Yes	No
Type of Commission:	Yes	Yes	No
Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc)	Yes	Yes	No
Ante Date Seniority:	Yes	Yes	No

Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc)	Yes	Yes	No
Date Granted Permanent Regular Commission in case of Originally Granted a Non-Regular Commission	Yes	Yes	No
Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc)	Yes	Yes	No
Date of Joining Bangladesh Army	Yes	Yes	No
Authority (Ministry of Defence letter/Gazette/Notification/CORO Order Number etc)	Yes	Yes	No
Arms/Services into which Originally Commissioned:	Yes	Yes	No
(Name of Arms/Services and Unit/ Regiment)	Yes	Yes	No
Name of Previous Arms/Service in case of change of Arms/Service	Yes	Yes	No
Post Commission Training (Home and Abroad).	Yes	Yes	No
Duration	Yes	Yes	No
Name and Location of Training	Yes	Yes	No
Establishment	Yes	Yes	No
Name of Course Attended	Yes	Yes	No
Qualification/Grading Obtained on Completion	Yes	Yes	No
Additional Qualification (If Any).	Yes	Yes	No
Qualification in Officers Standard/ Advanced Map Reading and Promotion Examinations	Yes	Yes	No
Name of Examination	Yes	Yes	No
Year of Passing	Yes	Yes	No
Officers Standard/Advanced Map Reading	Yes	Yes	No
Promotion Examination – Lieutenant to Captain	Yes	Yes	No
Promotion Examination –Captain to Major	Yes	Yes	No
Promotions and Held Appointments (Add Additional Pages for More Information)	Yes	Yes	No
Date	Yes	Yes	No
Type of Promotion	Yes	Yes	No
Rank	Yes	Yes	No
Any Retrospective effect	Yes	Yes	No
Notified in What Orders	Yes	Yes	No
BRIEF RECORD OF SERVICE IN CHRONOLOGICAL ORDER	Yes	Yes	No



Duration	Yes	Yes	No
Regimental and Command	Yes	Yes	No
Appointments	Yes	Yes	No
On the Staff Appointments	Yes	Yes	No
Instructional Appointments	Yes	Yes	No
PARTICULARS OF ACTIVE SERVICE (WAR)	Yes	Yes	No
Duration	Yes	Yes	No
Name of Operation/War	Yes	Yes	No
Appointment held in Operation/War	Yes	Yes	No
Any Gallantry Award Received Authority (Gazette Notification/CORO Order	Yes	Yes	No
Non-Operational Awards	Yes	Yes	No
Description of Honors and Awards	Yes	Yes	No
Date and Year Granted	Yes	Yes	No
Brief details of Service for which awarded with auth (Gazette Notification/CORO Order etc)	Yes	Yes	No
Details of Breaking Military Law:	Yes	Yes	No
Details of Breaking Civil Law (If Applicable):	Yes	Yes	No