

# **BDBL HRM User Manual**

## **Contents**

BDBL HRM User Manual .....	1
HRM > Organization Settings > Bank Info .....	6
HRM > Organization Settings > SBU.....	7
HRM > Organization Settings > Office.....	8
HRM > Organization Settings > Division.....	9
HRM > Organization Settings > Department/Institute .....	10
HRM > Organization Settings > Unit/Cell Information.....	11
HRM > Organization Settings > Zone .....	12
HRM > Organization Settings > Branch .....	13
HRM > Organization Settings > Sub Branch .....	14
HRM > Organization Settings > Role .....	15
HRM > Organization Settings > Designation .....	16
HRM > Organization Settings > CSR .....	17
HRM > Organization Settings > Program .....	18
HRM > Organization Settings > Expertise .....	19
HRM > Organization Settings > ATM Booth.....	20
HRM > Organization Settings > Bank .....	21
HRM > Organization Settings > Cost Centre .....	22
HRM > Organization Settings > Communication.....	23
HRM > Organization Settings > Handover .....	25
HRM > Organization Settings > Approval Type .....	26
HRM > Organization Settings > Event Duty.....	27
HRM > Organization Settings > License .....	28
HRM > Organization Settings > Award.....	29
HRM > Organization Settings > Organogram.....	30
HRM > Organization Settings > Set Organogram.....	31
HRM > HR Settings > Country .....	32
HRM > HR Settings > Division.....	33
HRM > HR Settings > District.....	34
HRM > HR Settings > Thana .....	35
HRM > HR Settings > City Corporation.....	36
HRM > HR Settings > Level of Education.....	37
HRM > HR Settings > Degree.....	38

HRM > HR Settings > Subject/Group.....	39
HRM > HR Settings > Computer Subject .....	40
HRM > HR Settings > Result .....	41
HRM > HR Settings > University/ Board .....	42
HRM > HR Settings > Membership.....	43
HRM > HR Settings > Language .....	44
HRM > HR Settings > Organization Type .....	45
HRM > HR Settings > Service Status.....	46
HRM > HR Settings > Salary Status.....	47
HRM > HR Settings > Religion .....	48
HRM > HR Settings > Occupation.....	49
HRM > HR Settings > Type of Relation .....	50
HRM > HR Settings > Extra Curricular .....	51
HRM > HR Settings > Medical Disease .....	52
HRM > HR Settings > License Type.....	53
HRM > HR Settings > Office Item .....	54
HRM > HR Settings > Professional Qualification .....	55
HRM > HR Settings > Other Qualifications.....	56
HRM > Recruitment > Appointment Letter.....	57
HRM > Recruitment > Joining Letter.....	60
HRM > Recruitment > Police Verification .....	61
HRM > Recruitment > Bond .....	62
HRM > Recruitment > Letter/Bond .....	63
HRM > Recruitment > CV/Bank.....	64
HRM > Training > My Training List .....	65
HRM > Training > Training Calendar(User) .....	66
HRM > Training > Create Training .....	67
HRM > Training > All Trainings .....	68
HRM > Training > Add Participant.....	69
HRM > Training > Training Calendar(Admin) .....	71
HRM > Training > Mark and Attendance .....	72
HRM > Training > Feedback .....	73
HRM > Training > TA/DA .....	74
HRM > Training > Certificate.....	75
HRM > Training > Training Register .....	76
HRM > Training > Summary Sheet .....	77

HRM > Training > Attendance Sheet.....	78
HRM > Training > Evaluation Sheet.....	79
HRM > Training > Subject Sheet.....	80
HRM > Training > Trainers.....	81
HRM > Training > Training Subject.....	82
HRM > Training > Institutes .....	83
HRM > Attendance > Process.....	84
HRM > Attendance > Manual.....	85
HRM > Attendance > Upload Attendance.....	86
HRM > Attendance > Attendance List.....	87
HRM > Attendance > Daily Timesheet .....	88
HRM > Attendance > Employee Time Sheet.....	89
HRM > Attendance > Monthly Attendance.....	90
HRM > Attendance > Holiday.....	91
HRM > Attendance > My Timesheet.....	92
HRM > Attendance > My Late Attendance .....	93
HRM > Employees> Add New .....	94
HRM > Employees> Employee List.....	95
HRM > Employees> Employee List >  (Edit) Button .....	98
HRM > Employees > Employee List >  (Edit) Button > Personal Info.....	99
HRM > Employees > Employee List >  (Edit) Button > Employment Info .....	100
HRM > Employees > Employee List >  (Edit) Button > Posting Info.....	101
HRM > Employees > Employee List >  (Edit) Button > Address.....	102
HRM > Employees > Employee List >  (Edit) Button > Spouse .....	103
HRM > Employees > Employee List >  (Edit) Button > Children .....	104
HRM > Employees > Employee List >  (Edit) Button > Emergency Contact .....	105
HRM > Employees > Employee List >  (Edit) Button > Nominee .....	106
HRM > Employees > Employee List >  (Edit) Button > Nominee .....	107
HRM > Employees > Employee List >  (Edit) Button > Educational Info.....	108
HRM > Employees > Employee List >  (Edit) Button > Prof. Qualification.....	109
HRM > Employees > Employee List >  (Edit) Button > Other Qualification.....	110
HRM > Employees > Employee List >  (Edit) Button > Training History .....	111
HRM > Employees > Employee List >  (Edit) Button > Transfer History .....	112

HRM > Employees > Employee List >  (Edit) Button > Promotion History .....	113
HRM > Employees > Employee List >  (Edit) Button > Disciplinary Records .....	114
HRM > Employees > Employee List >  (Edit) Button > Supervisor .....	115
HRM > Employees > Employee List >  (Edit) Button > Driving License.....	116
HRM > Employees > Employee List >  (Edit) Button Passport .....	117
HRM > Employees > Employee List >  (Edit) Button > Travel .....	118
HRM > Employees > Employee List >  (Edit) Button > Membership.....	119
HRM > Employees > Employee List >  (Edit) Button > Reward.....	120
HRM > Employees > Employee List >  (Edit) Button > Publication .....	121
HRM > Employees > Employee List >  (Edit) Button > Language.....	122
HRM > Employees > Employee List >  (Edit) Button > Bank Accounts .....	123
HRM > Employees > Employee List >  (Edit) Button > Office Item .....	124
HRM > Employees > Employee List >  (Edit) Button > Emp. History .....	125
HRM > Employees > Employee List >  (Edit) Button > Freedom fighter .....	126
HRM > Employees > Employee List >  (Edit) Button > Reference.....	127
HRM > Employees > Employee List >  (Edit) Button > Office Location .....	128
HRM > Employees > Employee List >  (Edit) Button > Profile Photo .....	129
HRM > Employees > Employee List >  (Edit) Button > Signature.....	130
HRM > Employees > Employee List >  (Edit) Button > Contract .....	131
HRM > Employees > Employee List >  (Edit) Button > CSR Activity .....	132
HRM > Employees > Employee List >  (Edit) Button > Attachment .....	133
HRM > Employees > Employee List >  (Edit) Button > CSR Assign.....	134
HRM > Employees > Employee List >  (Edit) Button > Social Media.....	135
HRM > Employees > Employee List >  (Edit) Button > IELTS.....	136
HRM > Employees > Employee List >  (Edit) Button > Computer Literacy .....	137
HRM > Employees > Employee List >  (Edit) Button > Employee Hobby.....	138
HRM > Employees > Employee List >  (Edit) Button > Banking Diploma.....	139
HRM > Employees > Employee List >  (Edit) Button > Tax Info .....	140
HRM > Employees > Employee List >  (Edit) Button > Food Likings .....	141
HRM > Employees > Employee List >  (Edit) Button > Dual Residence .....	142

HRM > Employees > Employee List >  (Edit) Button > Medical Care .....	143
HRM > Employees > Employee List >  (Edit) Button > Mobile Benefits.....	144
HRM > Employees > Employee List >  (Edit) Button > Suspension .....	145
HRM > Employees > Employee List >  (Edit) Button > Allegation.....	146
HRM > Employees > Employee List >  (Edit) Button > Extra Curricular .....	147
HRM > Employees > Employee List >  (Edit) Button > Additional Info .....	148
HRM > Employees > Find .....	149
HRM > Employees > Update Request .....	151
HRM > Employees > Report .....	152
HRM > Employees > ID Card .....	153
HRM > Employees > Appreciation .....	154
HRM > Employees > Experience .....	155
HRM > Employees > PIMS .....	156
HRM > Employees > PIMS .....	157
HRM > Employees > Takeover .....	158
HRM > Employees > HT maintain.....	159
HRM > Employees > Event Duty.....	160
HRM > Employees > Death Record .....	161

## HRM > Organization Settings > Bank Info

You can update Bank Profile from here

Bank Name	Bangladesh Development Bank Ltd.
Bank Owner	people's republic of Bangladesh
Email	info@bdbL.com
Office Telephone	02-9555151-59
Address	8, Rajuk Avenue, Dhaka - 1000, Bangladesh
Date Of Establishment	
Generation	
Vision	
Mission	
TIN No	
BIN No	
SWIFT Code	BBJJBJJBBJ

 Save

## HRM > Organization Settings > SBU

You can create SBU(Special Branch Unit) from here and update or delete SBU from the table.

Bank Name *	Bangladesh Development Bank Ltd.
SBU Name *	
SBU Code	

Save

---

**All Special Branch Units**

Show 10 entries [Excel](#) [CSV](#) [Print](#)Search:

Bank Name	SBU Name	SBU Code	Action
	BISL		
	BSL		
Bangladesh Development Bank Ltd.	BDBL	1002	

## HRM > Organization Settings > Office

You can create Office from here and update or delete Office from the table.

Office Name \*

Office Code

SBU

Save

All Offices

Show 10 entries

Excel CSV Print

Search:

Office Name	Office Code	SBU	Action
CHAIRMAN'S OFFICE			<span style="border: 1px solid #009640; border-radius: 50%; width: 15px; height: 15px; display: inline-block; vertical-align: middle;"></span> <span style="border: 1px solid red; border-radius: 50%; width: 15px; height: 15px; display: inline-block; vertical-align: middle;"></span>
Deputy Managing Director-1		BDBL	<span style="border: 1px solid #009640; border-radius: 50%; width: 15px; height: 15px; display: inline-block; vertical-align: middle;"></span> <span style="border: 1px solid red; border-radius: 50%; width: 15px; height: 15px; display: inline-block; vertical-align: middle;"></span>

## HRM > Organization Settings > Division

You can create Division from here and update or delete division from the table. This division is under Office, So You can choose the office from the dropdown for that particular division. A List of Divisions is shown Below.

HR Division

<< Back

Division Code	<input type="text"/>
Division Name *	<input type="text"/>
Division Name (Bangla)	<input type="text"/>
Division Short Name	<input type="text"/>
Office	Select <input type="button" value="▼"/>

Division List

Show 10 entries    Search:

Division Code	Division Name	Division Name (Bangla)	Division Short Names	Action
101	Administration Division	প্রশাসন বিভাগ		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
102	Board Division	বোর্ড বিভাগ		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
103	Branch Banking Division	শাখা ব্যাংকিং বিভাগ		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
104	Development Banking Division	উন্নয়ন ব্যাংকিং বিভাগ		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > Organization Settings > Department/Institute

You can create Department from here and update or delete Department from the table. This Department is under The Division, So You can choose the Division from the dropdown for that particular Department. A List of Departments/Institutes is shown below.

Department/Institute

[« Back](#)

Department Name (English)	*	<input type="text"/>
Department Name (Bangla)		<input type="text"/>
Department Code	*	DI-146542
Division		Select
Short Name		<input type="text"/>
Start Date		<input type="text"/>

[Save](#)

All Departments/Institutes

Show	10	entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search:
Department Code	Name(English)	Name(Bangla)	Division	Short Name	Start Date	Action
1001	INVESTMENT BANKING DEPARTMENT	ইনভেস্টমেন্ট ব্যাঙ্কিং ডিপার্টমেন্ট				<a href="#"></a> <a href="#"></a>
101	AUDIT & INSPECTION DEPARTMENT	নিরীক্ষা ও পরিদর্শন বিভাগ				<a href="#"></a> <a href="#"></a>
102	LAW DEPARTMENT	অইন বিভাগ				<a href="#"></a> <a href="#"></a>

## HRM > Organization Settings > Unit/Cell Information

You can create Unit/Cell from here and update or delete from the table. A List of Units is shown Below.

Unit/Cell Information

Unit Name \*

Unit Name (Bangla)

Short Name

Save

All Units/Cells

Show 10 entries Excel CSV Print Search:

Unit Name	Unit Name (Bn)	Short Name	Action
Dhaka North	ঢাকা উত্তর	DN	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
Dhaka South	ঢাকা দক্ষিণ	DS	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>

Showing 1 to 2 of 2 entries

Previous 1 Next

## HRM > Organization Settings > Zone

You can create Zone from here and update or delete Zone from the table. This Zone is under The Department, So You can choose the Department from the dropdown for that particular Zone. The Bank Name is shown default here You can change it as per need. A List of Zones is shown below.

**Zone Information**

[« Back](#)

Bank Name	*	<input type="text" value="Bangladesh Development Bank Ltd."/>
Zone Name	*	<input type="text"/>
Zone Code		<input type="text"/>
Department		<input type="text" value="Select"/>

[Save](#)

**All Zones**

Show	10	entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search:
Bank Name	Zone Name	Zone Code	Department	Action		
	ZONAL OFFICE CHATTOGRAM			<a href="#"></a> <a href="#"></a>		
	ZONAL OFFICE DHAKA NORTH			<a href="#"></a> <a href="#"></a>		
	ZONAL OFFICE DHAKA SOUTH			<a href="#"></a> <a href="#"></a>		
	ZONAL OFFICE KHULNA			<a href="#"></a> <a href="#"></a>		

## HRM > Organization Settings > Branch

You can create Branch from here and update or delete Branch from the table. This Branch is under The Zone and Office, So You can choose the Zone and Office as well as the type of the branch must be mentioned from the dropdown for that particular Branch. A List of Branches is shown below.

### Branch Information

[« Back](#)

Branch Name (English)	*	<input type="text"/>
Branch Name (Bangla)		<input type="text"/>
Branch Code		<input type="text"/>
Address		<input type="text"/>
BranchType	*	<input type="button" value="Select"/>
Zone		<input type="button" value="Select"/>
Office		<input type="button" value="Select"/>

### All Branches

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Branch Code	Branch Name (English)	Branch Name (Bangla)	Address	Branch Type	Zone	Office	Action
	AGRABAD BRANCH	আগ্রাবাদ শাখা		Urban Branch			<a href="#"></a> <a href="#"></a>
	ASHUGANJ BRANCH	আশুগঞ্জ শাখা		Urban Branch			<a href="#"></a> <a href="#"></a>

## HRM > Organization Settings > Sub Branch

You can create Sub Branch from here and update or delete Sub Branch from the table. This Sub Branch is under The Branch, So You can choose the Branch from the dropdown for that particular Sub Branch. A List of Sub Branches is shown below.

**Sub Branch Information**

**Branch Name** Select

**Sub Branch Name** \*

**Sub Branch Code**

**Sub Branch Address**

**Sub Branch Type** Select

**Save**

---

**All Sub Branches**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Branch Name	Sub Branch Code	Sub Branch Name	Sub Address	Sub Branch Type	Sub Action
	1001	Gulshan North Jone	Dhaka	Urban Branch	<a href="#"></a> <a href="#"></a>
	2002	Comilla South	Chaudogram	Urban Branch	<a href="#"></a> <a href="#"></a>

Showing 1 to 2 of 2 entries [Previous](#) **1** [Next](#)

## HRM > Organization Settings > Role

You can create Role from here and update or delete Role from the table. A List of Roles is shown below.

Custom Role

Role Name \*

Remarks

All Custom Roles

Show 10 entries    Search:

Role Name	Remarks	Action
Executive	AGM and Above	<input checked="" type="button"/> <input type="button"/>
Officer	Officer to SPO	<input checked="" type="button"/> <input type="button"/>
Staff	Below Officer	<input checked="" type="button"/> <input type="button"/>

Showing 1 to 3 of 3 entries

## HRM > Organization Settings > Designation

You can create Designation from here and update or delete Designation from the table. This Designation is under The Role, So You can choose the Role from the dropdown for that particular Designation and The type can be chosen according to the Seniority Level. A List of Designations is shown below.

**Designation**

[« Back](#)

Designation Name (English)	*	<input type="text"/>
Designation Name (Bangla)		<input type="text"/>
Designation Code		<input type="text" value="77"/>
Short Name		<input type="text"/>
Role		<input type="button" value="Select One"/>
Type		<input type="button" value="Select"/>

**All Designations**

Show	10	entries	<input type="button" value="Excel"/>	<input type="button" value="CSV"/>	<input type="button" value="Print"/>	Search:
Designation Code	Designation Name (English)	Designation Name (Bangla)	Short Name	Role	Type	Action
1	MANAGING DIRECTOR	ব্যাবস্থাপনা পরিচালক	MD	Executive	DGM - Above	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	DEPUTY MANAGING DIRECTOR	উপ - ব্যাবস্থাপনা পরিচালক	DMD	Executive	DGM - Above	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	GENERAL MANAGER	জেনেরেল ম্যানেজার	GM	Executive	DGM - Above	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > Organization Settings > CSR

You can create CSR from here and update or delete CSR from the table. A List of CSR is shown below.

CSR Information

CSR Name \*

CSR Location

Status \*

Start Date

SBU

Is Default?

Short Name

Incharge

Designation

End Date

Description

All CSR Information

Show 10 entries    Search:

CSR Name	Short Name	CSR Location	InCharge	Status	Start Date	End Date	Action
CBLDG-NKTY	CN	Dhaka	2071	Running	01-Jul-2021	01-Jul-2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Rural Development	RD	Rangpur	2302	Running	01-Jan-2021	31-Dec-2021	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

## HRM > Organization Settings > Program

You can create Program from here and update or delete Program from the table. A List of Programs is shown below.

Program Information

Program Name (English) \*

Program Name (Bangla)

Short Name

Start Date

End Date

**Save**

---

All Programs

Show 10 entries

**Excel** **CSV** **Print**

Search:

Program Name (English)	Program Name (Bangla)	Short Name	Action
IT Training		IT T	
P1			

Showing 1 to 2 of 2 entries

Previous **1** Next

## HRM > Organization Settings > Expertise

You can create Expertise from here and update or delete Expertise from the table. A List of Expertise is shown below.

**Expertise**

Name (English) \*

Name (Bangla)

remarks

**All Expertise**

Show 10 entries    Search:

Name (English)	Name (Bangla)	Remarks	Action
Accountant			<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Others			<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries Previous **1** Next

## HRM > Organization Settings > ATM Booth

You can create ATM Booth from here and update or delete ATM Booth from the table. This ATM Booth is under The Branch and Sub Branch, So You can choose the Branch and Sub Branch from the dropdown for that particular ATM Booth. A List of ATM Booths is shown below.

ATM Booth « Back

Branch Name *	Select
Sub Branch Name	Select
Number of Machine	
Contact Person *	
Contact No *	
Status	Active

Save

All ATM Booths

Show 10 entries Excel CSV Print Search:

Branch Name	Sub Branch Name	Number of Machine	Contact Person	Contact No	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

## HRM > Organization Settings > Bank

You can create Financial Institute/Bank Information from here and update or delete from the table. A List of Financial Institutes/Banks is shown below.

Financial Institute/Bank Information [« Back](#)

Fl/Bank Name \*

Financial Institute Type \*

All Financial Institutes/Banks

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Financial Institute/Bank Name	Financial Institute Type	Action
Dutch Bangla Bank Ltd.	Bank	
HSBC	Bank	
Southeast Bank Ltd.	Bank	

Showing 1 to 3 of 3 entries [Previous](#) **1** [Next](#)

## HRM > Organization Settings > Cost Centre

You can create Cost Centre from here and update or delete from the table. A List of Cost Centers is shown below.

### Cost Centre

Cost Centre Name \*  Center Short Name   
Center Code

### Cost Centre List

Show 10 entries    Search:

Centre Name	Short Name	Centre Code	Action
Basic	b	02	
General			

Showing 1 to 2 of 2 entries Previous **1** Next

## HRM > Organization Settings > Communication

You can create Condolence Letter and Retirement Letter Information from here and Send and Resend Email to the particular employee. You can also delete Letter Information from the table. Pictures attached for Clear Understanding.

Condolence Letter:

HR Communications

◀ Back

**Condolence Letter**  


**Retirement Letter**  


↓

Condolence Letter

◀ Back

Employee Name *	<input type="text"/>	Email*	<input type="text"/>
Designation	<input type="text"/>	Date	<input type="text"/>
Department	<input type="text"/>	Reference No	<input type="text"/>

 Save

All Condolence Letters

Employee Name	Designation	Department	Email	Date	Reference No	Status	Action
No data available in table							

Show 10 entries    Search:

Showing 0 to 0 of 0 entries Previous Next



All Condolence Letters

Employee Name	Designation	Department	Email	Date	Reference No	Status	Action
Mohammad Manir Husain	SENIOR PRINCIPAL OFFICER		a@gmail.com			Unsent	  

## Retirement Letter:

**HR Communications**

[Condolence Letter](#) 

[Retirement Letter](#) 



**Retirement Letter**

Employee Name \*  Email\*   
 Designation  Date   
 Department  Reference No



**All Retirement Letters**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Employee Name	Designation	Department	Email	Date	Reference No	Status	Action
No data available in table							



**Retirement Letter**

Employee Name \*  Email\*   
 Designation  Date   
 Department  Reference No



**All Retirement Letters**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Employee Name	Designation	Department	Email	Date	Reference No	Status	Action
Nesad Jesmin	PRINCIPAL OFFICER		xyz@gmail.com			Unsent	  

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Organization Settings > Handover

You can create Handover Takeover Information from here and update or delete from the table. A List of Handover Takeover Information is shown below.

Handover Takeover

[« Back](#)

Handover Employee Name *	<input type="text"/>	Takeover Employee Name *	<input type="text"/>
Handover Employee Designation	<input type="text"/>	Takeover Employee Designation	<input type="text"/>
Handover Employee Department	<input type="text"/>	Takeover Employee Department	<input type="text"/>
Date	<input type="text"/>		

[Save](#)

All Handover Takeover

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Handover Employee Name	Takeover Employee Name	Date	Action
Sabrina Chowdhury Dooty	Progga Tanjeen	10-Aug-2021	<a href="#"></a> <a href="#"></a>

## HRM > Organization Settings > Approval Type

You can create Approval Type from here and update or delete from the table. A List of Approval Type Information is shown below.

### Approval Type

Approval Type Name \*

Save

### Approval Type List

Show 10 entries 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 <span style="border: 1px solid #

## HRM > Organization Settings > Event Duty

You can create Event Duty from here and update or delete from the table. A List of Event Duty Information is shown below.

Duty Information

Duty Name \*

Save

All Duties

Show 10 entries 10 entries Excel CSV Print Search:

Duty Name	Action
No data available in table	

Showing 0 to 0 of 0 entries Previous Next

## HRM > Organization Settings > License

You can create License Information from here and upload your License and update or delete all the information from the table. A List of License Information is shown below where you can see the attachment as well.

License Information

« Back

License No *	<input type="text"/>	License Type	<input type="text" value="Select"/>		
Issue Date	<input type="text"/>	Expir Date	<input type="text"/>		
Attachment *	 <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Save"/>			
All licenses					
Show 10 entries	<input type="button" value="Excel"/>	<input type="button" value="CSV"/>	<input type="button" value="Print"/>	Search: <input type="text"/>	
License No	License Type	Issue Date	Expir Date	Attachment	Action
1		01-Jan-2021	31-Dec-2021	<a href="#">Click Here</a>	 

## HRM > Organization Settings > Award

You can create Award Information from here and update or delete from the table. A List of Award Information is shown below.

Award Information

[« Back](#)

Award Name (English) *	<input type="text"/>
Award Name (Bangla)	<input type="text"/>
Short Name	<input type="text"/>

[Save](#)

---

All Awards

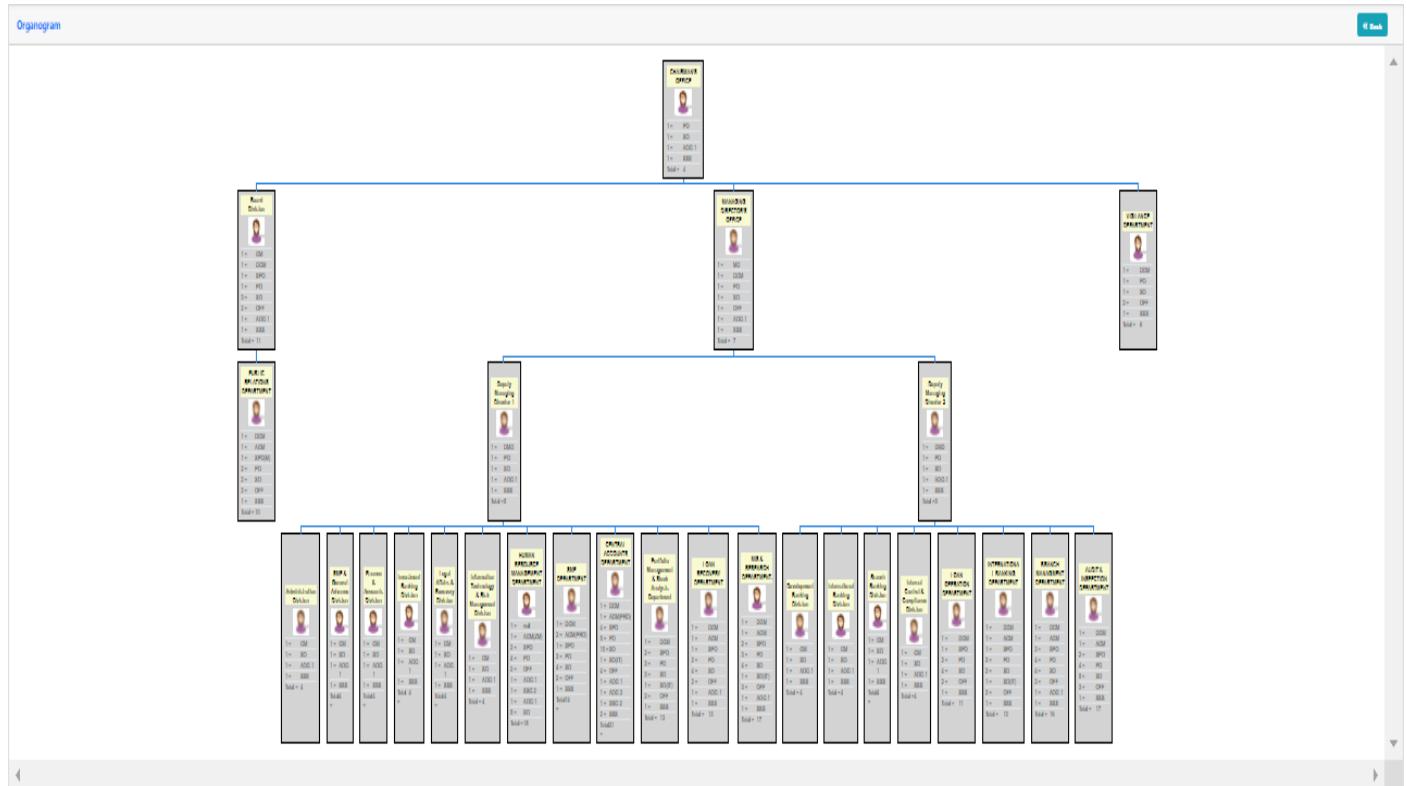
Show 10 entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search: <input type="text"/>
Award Name (English)	Award Name (Bangla)	Short Name	Action	
Best employee of the year form HR		Best Employee	<a href="#"></a> <a href="#"></a>	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

## HRM > Organization Settings > Organogram

You can See the Organogram here which is classified as per All the designation.



## HRM > Organization Settings > Set Organogram

You can create Organogram Information from here and update or delete from the table. A List of Organogram is shown below.

**Organogram Entry**

Office	<input type="text"/>	Division	<input type="text"/>
Department	<input type="text"/>	Parent	<input type="text"/> Select
Responsible	<input type="text"/>	isActive	<input type="text"/> Select
Designation	<input type="text"/> *	Member	<input type="text"/> *
Designation		Member	
		<a href="#" style="color: green; font-weight: bold;">+</a>	

[Save](#)

**Organogram Entry List**

Show 10 entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search: <input type="text"/>	
SI	Title	Parent	isActive	Responsible	Action
1	CHAIRMAN'S OFFICE		Yes		<a href="#"></a> <a href="#"></a> <a href="#"></a>

By Clicking this View Button,

A small list will pop up where you can see

The Designation and Member Information.



**Designation and Member Information**

Designation	Member
PRINCIPAL OFFICER	1
SENIOR OFFICER	1
ASSISTANT OFFICER GRADE-1	1
SUPPORTING SUB STAFF	1

## HRM > HR Settings > Country

You can create Country from here and update or delete Country from the table. A List of Country is shown below.

Country Information

Country Code \*

Country Name (English) \*

Country Name (Bangla)

Short Name

Country Information

Show 10 entries    Search:

Country Code	Country Name (English)	Country Name (Bangla)	Short Name	Action
-	India	ভারত		<input checked="" type="checkbox"/> <input type="checkbox"/>
-	USA	মার্কিন যুক্তরাষ্ট্র		<input checked="" type="checkbox"/> <input type="checkbox"/>
-	Myanmar	মায়ানমার		<input checked="" type="checkbox"/> <input type="checkbox"/>

## HRM > HR Settings > Division

You can create Division from here and update or delete Division from the table. You must select Country from the dropdown for the particular Division. A List of Division is shown below.

**Division Information**

[« Back](#)

Country	*	Bangladesh
Division Code	*	DI-796985
Division Name (English)	*	
Division Name (Bangla)		
Short Name		

**Save**

---

**Division Information**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Division Code	Division Name (English)	Division Name (Bangla)	Short Name	Action
1	Dhaka	ঢাকা		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
2	Chattogram	চট্টগ্রাম		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

## HRM > HR Settings > District

You can create District from here and update or delete District from the table. You must select Country and Division from the dropdown for the particular District. A List of District is shown below.

District Information

Country \* select

Division \*

District Code

District Name (English) \*

District Name (Bangla)

Short Name

Save

---

District Information

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

District Code	District Name (English)	District Name (Bangla)	Short Name	Action
122	Dhaka	ঢাকা		<input checked="" type="checkbox"/> <input type="checkbox"/>
123	Faridpur	ফরিদপুর		<input checked="" type="checkbox"/> <input type="checkbox"/>

## HRM > HR Settings > Thana

You can create Thana Information from here and update or delete Thana from the table. You must select Country, Division and District from the dropdown for the particular Thana. The List of Thana is shown below.

### Thana Information

« Back

Country *	<input type="text" value="select"/>
Division *	<input type="text"/>
District *	<input type="text"/>
Thana Code	<input type="text"/>
Thana Name (English) *	<input type="text"/>
Thana Name (Bangla)	<input type="text"/>
Short Name	<input type="text"/>

### Thana Information

Show 10 entries    Search:

Thana Code	Thana Name (English)	Thana Name (Bangla)	Short Name	Action
12201	Cantonment	ক্যান্টনমেন্ট		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > HR Settings > City Corporation

You can create Municipality Information from here and update or delete Municipality Information from the table. A List of Municipality Information is shown below.

Municipality Information

**Municipality Name (English)** \*

**Municipality Name (Bangla)**

**Short Name**

**Save**

---

Municipality Information

Show 10 entries  Excel  CSV  Print  Search:

Municipality Name (English)	Municipality Name (Bangla)	Short Name	Action
Dhaka North			<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries  Previous **1** Next

## HRM > HR Settings > Level of Education

You can create Level of Education from here and update or delete your Education Information from the table. A List of Education Information is shown below.

**Level of Education**

Level of Education (English) \*

Level of Education (Bangla)

**Save**

---

**Level of Education**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Level of Education (English)	Level of Education (Bangla)	Action
Doctoral	ডক্টরেট	<a href="#"></a> <a href="#"></a>
H.S.C	উচ্চ মাধ্যমিক	<a href="#"></a> <a href="#"></a>
Honors	Honors	<a href="#"></a> <a href="#"></a>
Masters	Masters	<a href="#"></a> <a href="#"></a>
Post Doctoral	ডক্টরেট - পৃষ্ঠতী	<a href="#"></a> <a href="#"></a>

## HRM > HR Settings > Degree

You can create Degree from here and update or delete your Degree Information from the table. A List of Degree Information is shown below.

Degree Information

Level of Education \* Select

Degree Name (English)\*

Degree Name (Bangla)

Short Name

---

Degree Information

Show 10 entries    Search:

LOE	Degree Name (English)	Degree Name (Bangla)	Short Name	Action
Doctoral	Engineering	Engineering	Engineering	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Doctoral	Computer Science	Computer Science	Computer Science	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Doctoral	Chemistry	Chemistry	Chemistry	<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

## HRM > HR Settings > Subject/Group

You can create Subject from here and update or delete your Subject Information from the table. A List of Subject Information is shown below.

**Subject Information**

Subject Name (English)\*

Subject Name (Bangla)

Short Name

**Save**

---

**Subject Information**

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Subject Name (English)	Subject Name (Bangla)	Short Name	Action
A & B Section of A.M.I.E			
Accounting			
Agr.Co-operativeand Marketing			
Agriculture			

## HRM > HR Settings > Computer Subject

You can create Computer Subject from here and update or delete your Computer Subject from the table. A List of Computer Subject is shown below.

### Computer Subject

Subject Name \*

Remarks

#### Details

Show 10 entries    Search:

Subject Name	Remarks	Action
.Net Core	C#, SQL Server, HTML, CSS, JavaScript	<input checked="" type="button"/> <input type="button"/>
Computer Fundamentals	Microsoft Office Program	<input checked="" type="button"/> <input type="button"/>

Showing 1 to 2 of 2 entries

## HRM > HR Settings > Result

You can create Result Information from here and update or delete your Result from the table. A List of Result Information is shown below.

### Result Type Information

Type Name (English) \*

Type Name (Bangla)

Short Name

Max Value \*

---

### Result Type Information

Show 10 entries    Search:

Type Name (English)	Type Name (Bangla)	Short Name	Max Value	Action
Class	Class		3.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Grade(Out of 4.0)	Grade(Out of 4.0)	fdsfds	5.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Grade(Out of 5.0)	Grade(Out of 5.0)	Grade(Out of 5.0)	5.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > HR Settings > University/ Board

You can create University/Broad Information from here and update or delete your Information from the table. A List of University/Board Information is shown below.

### Educational Organization Information

[« Back](#)

Type	*	Select
Name	*	
Name (Bangla)		

[Save](#)

### Educational Organization List

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Type	Name	Name (Bangla)	Action
Board	Bangladesh Open University		<a href="#"></a> <a href="#"></a>
Board	Bangladesh Technical Education Board, Dhaka		<a href="#"></a> <a href="#"></a>
Board	Barishal Board		<a href="#"></a> <a href="#"></a>
Board	Chattogram Board		<a href="#"></a> <a href="#"></a>

## HRM > HR Settings > Membership

You can create Membership Information from here and update or delete your Membership Information from the table. A List of Membership Information is shown below.

### Membership Information

Membership Name (English) \*

Membership Name (Bangla)

Short Name

---

### Membership Information

Show 10 entries    Search:

Membership Name (English)	Membership Name (Bangla)	Short Name	Action
Club Member	Club Member	Club Member	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

## HRM > HR Settings > Language

You can create Language Information from here and update or delete your Language Information from the table. A List of Language Information is shown below.

Language Information

« Back

Language (English) \*

Language (Bangla)

Short Name

---

Language Information

Show 10 entries    Search:

Language (English)	Language (Bangla)	Short Name	Action
Bangla			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
English		English	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Spanish			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

## HRM > HR Settings > Organization Type

You can create Organization Type Information from here and update or delete your Organization Information from the table. A List of Organization Information is shown below.

Organization Type

Organization Type Name \*

All Organization Types

Show 10 entries    Search:

Nominee Fund Name	Action
Bangladesh Liaison office	<input checked="" type="checkbox"/> <input type="checkbox"/>
Government	<input checked="" type="checkbox"/> <input type="checkbox"/>
NGO	<input checked="" type="checkbox"/> <input type="checkbox"/>
Privet Limited	<input checked="" type="checkbox"/> <input type="checkbox"/>
Public Limited	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 5 of 5 entries

## HRM > HR Settings > Service Status

You can create Service Status Information from here and update or delete your Service Status Information from the table. A List of Service Status Information is shown below.

Service Status Information

Service Status (English) \*

Service Status (Bangla)

Short Name

Service Status Information

Show 10 entries    Search:

Service Status(English)	Service Status (Bangla)	Short Name	Action
Active			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Dismissed			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

## HRM > HR Settings > Salary Status

You can create Salary Grade Information from here and update or delete your Salary Grade Information from the table. A List of Salary Grade Information is shown below.

Salary Grade Information

Grade Name \*

Basic

Pay Scale

Current Basic

Salary Grade Information

Show 10 entries    Search:

Grade Name	Basic	Pay Scale	Current Basic	Action
Grade 1	78000.00	78000		<input checked="" type="button"/> <input type="button"/>
Grade 10	16000.00	16000-38640		<input checked="" type="button"/> <input type="button"/>
Grade 11	12500.00	12500		<input checked="" type="button"/> <input type="button"/>
Grade 12	11200.00	11200		<input checked="" type="button"/> <input type="button"/>

## HRM > HR Settings > Religion

You can create Religion Information from here and update or delete your Religion from the table. A List of Religion Information is shown below.

### Religion Information

Religion Name (English) \*

Religion Name (Bangla)

Short Name

---

### Religion Information

Show 10 entries    Search:

Religion Name (English)	Religion Name (Bangla)	Short Name	Action
Buddhism	বৌদ্ধ		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Christian	খ্রিস্টান		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Hindu	হিন্দু		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>
Islam	ইসলাম		<input checked="" type="checkbox"/> <input type="button" value="Delete"/>

## HRM > HR Settings > Occupation

You can create Occupation Information from here and update or delete your Occupation from the table. A List of Occupation Information is shown below.

### Occupation Information

Occupation Name (English) \*

Occupation Name (Bangla)

Short Name

---

### Occupation Information

Show 10 entries    Search:

Occupation Name (English)	Occupation Name (Bangla)	Short Name	Action
Abrod			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Banker			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Doctor			<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Private Service		Private Service	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > HR Settings > Type of Relation

You can create Type of Relation from here and update or delete your Relation Information from the table. A List of Relation Information is shown below.

### Type of Relation

Relation Name (English) \*

Relation Name (Bangla)

Short Name

**Save**

---

### Type of Relation

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Relation Name (English)	Relation Name (Bangla)	Short Name	Action
Brother	ভাই		<a href="#"></a> <a href="#"></a>
Daughters	কন্যা		<a href="#"></a> <a href="#"></a>
Father	পিতা		<a href="#"></a> <a href="#"></a>
Mother	মা		<a href="#"></a> <a href="#"></a>

## HRM > HR Settings > Extra Curricular

You can create Extra Curricular Information from here and update or delete your Extra Curricular Information from the table. A List of Extra Curricular Information is shown below.

### Extra Curricular Type

Name \*

Save

### List

Show 10 entries Excel CSV Print Search:

Name	Action
Cricket	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
Dance	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
Football	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
General Knowledge	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>

Showing 1 to 4 of 4 entries Previous 1 Next

## HRM > HR Settings > Medical Disease

You can create Medical Disease Information here and update or delete Medical Disease Information from the table.

A List of Medical Disease Information is shown below.

Disease

Disease Name\*

Save

Disease List

Show 10 entries

Excel CSV Print

Search:

Disease Name	Action
Arthritis	[Edit] [Delete]
Asthma	[Edit] [Delete]
Chikungunya	[Edit] [Delete]
Chronic kidney disease	[Edit] [Delete]
Chronic Obstructive Pulmonary Disease	[Edit] [Delete]
Covid 19	[Edit] [Delete]
Dengue	[Edit] [Delete]

## HRM > HR Settings > License Type

You can create License Type Information here and update or delete License Type from the table. A List of License Type is shown below.

License Type Information

License Type Name\*

License Type List

Show 10 entries    Search:

Type Name	Action
No data available in table	

Showing 0 to 0 of 0 entries

## HRM > HR Settings > Office Item

You can create Office Item Information here and update or delete Office Item from the table. A List of Office Item is shown below.

### Office Item

[« Back](#)

Item Name *	<input type="text"/>
Item Code *	<input type="text"/>
Brand Name	<input type="text"/>
Model Name	<input type="text"/>
Serial Number	<input type="text"/>
Date Of procurement	<input type="text"/>
Date of Submission	<input type="text"/>
Date of Last physical verification	<input type="text"/>

[Save](#)

### Office Item List

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Item Name	Item Code	Brand Name	Model Name	Serial Number	Date Of procurement	Date of Submission	Date of Last physical verification	Action
Al- Pin	2345	fg	dd	99	04-Jan-2021	18-Dec-2021	27-Nov-2021	<a href="#"></a> <a href="#"></a>
Machine servicing and Cleaning Service.	01287	df	df	dfd	08-Jul-2021	30-Jul-2021	31-Jul-2021	<a href="#"></a> <a href="#"></a>
Mechanical Installation Works	11068	df	df	s	29-Jul-2021	22-Jul-2021	28-Jul-2021	<a href="#"></a> <a href="#"></a>

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

## HRM > HR Settings > Professional Qualification

You can create Professional Qualification here and update or delete Professional Qualification from the table. A List of Professional Qualification is shown below.

Professional Qualification

Professional Qualification Name \*

---

Professional Qualification List

Show 10 entries    Search:

Professional Qualification Name	Action
ICMA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
M. Sc	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MBA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

## HRM > HR Settings > Other Qualifications

You can create Other Qualifications here and update or delete Qualifications from the table. A List of Other Qualifications is shown below.

Other Qualification Head

Other Qualification Head Name \*

Other Qualification Head List

Show 10 entries    Search:

Other Qualification Head Name	Action
Computer course	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Graphic course	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

## HRM > Recruitment > Appointment Letter

You can create Appointment Letter here and add attachment, Print attachment or Edit Appointment Information from the table. A List of Appointment Letter Information is shown below.

« Back
**Application Form**

### General Information

Applicants No	App-171	Payment Reference No		
Name (in Bangla)		Name (in English)		
NID No	*	Date of Birth		
Father's Name (in Bangla)		Father's Name (in English)		
Mother's Name (in Bangla)		Mother's Name (in English)		
Salary Grade	*	Designation (Bangla)	*	
Date (English)		Date (Bangla)	*	
		তাৰিখ	মাস	বছৰ

Present Address :	Permanent Address :		
<input type="checkbox"/> Same as Present Address			
Division	*	Division	*
District	*	District	*
Upazilla	*	Upazilla	*
Post Office		Post Office	
Road Block/House No		Road Block/House No	
Village (Bangla)		Post (Bangla)	

**Communication :**

Mobile No	E-Mail	
Nationality	Select	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other

(১) আপনাকে বাংলাদেশ ডেভেলপমেন্ট বাংক নিয়ন্ত্রিত এর প্রাবন্ধ ক্ষাত্র, প্রাবন্ধ প্রদায়ন করা হল।  
 (২) আপনাকে শিক্ষানবিকাল নির্মাণ কর্মসূচির মধ্যে গোপনীয় প্রতিবেদনের মাধ্যমে শিক্ষানবিকালে আপনার কর্মসূচি পর্যবেক্ষণ করা হবে। এক বৎসর শিক্ষানবিকালে আপনার কর্মসূচি সম্ভাষণক না হলে আপনার শিক্ষানবিকাল আরও অনুরূপ ০৬(ছয়) মাস বর্ধিত করা হবে। বর্ধিত সময়ক্রম কর্মসূচি সম্ভাষণক না হলে আপনাকে চাকুনীতে বহাল রাখা থাবে না।

বাংলাদেশ  
 (স্বত্ত্বার আইনের অনুরূপ)  
 তেক্ষণতে জেনারেল ম্যানেজমেন্ট

Save

**Applicants**

Show	entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search:																																																																		
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Applicant No</td> <td style="width: 15%;">Name</td> <td style="width: 15%;">Email</td> <td style="width: 15%;">Phone</td> <td style="width: 15%;">Status</td> <td style="width: 15%;">Actions</td> </tr> <tr> <td>App-01</td> <td>sd fds</td> <td>dsgfdfn@dgdf.dgdf</td> <td>56546545435</td> <td>Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-101</td> <td>ds fds</td> <td>dsddsfdsfdgr@dgdf.dgdf</td> <td>56546545435</td> <td>Joined</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-11</td> <td>aaa</td> <td>dsdfdr@dgdf.dgdf</td> <td>56546545435</td> <td>Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-111</td> <td>ds fds</td> <td>dsddsfdsfdgr@dgdf.dgdf</td> <td>56546545435</td> <td>Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-121</td> <td>TAPAN KUMAR ROY</td> <td></td> <td></td> <td>Joined</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-131</td> <td>Mr Test</td> <td>test@test.com</td> <td>01711452563</td> <td>Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-141</td> <td>TAPAN KUMAR ROY</td> <td>tapan@gmail.com</td> <td>01685687765800</td> <td>Not Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-151</td> <td>Mr Test</td> <td>c@c.com</td> <td>01789367445</td> <td>Joined</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-161</td> <td>Md. Jamrul Kamrul</td> <td>asfdads@gfg.com</td> <td>01675858586</td> <td>Joined</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> <tr> <td>App-21</td> <td>aaa</td> <td>dsdfdr@dgdf.dgdf</td> <td>56546545435</td> <td>Not Printed</td> <td><a href="#"></a> <a href="#"></a> <a href="#"></a></td> </tr> </table>						Applicant No	Name	Email	Phone	Status	Actions	App-01	sd fds	dsgfdfn@dgdf.dgdf	56546545435	Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-101	ds fds	dsddsfdsfdgr@dgdf.dgdf	56546545435	Joined	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-11	aaa	dsdfdr@dgdf.dgdf	56546545435	Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-111	ds fds	dsddsfdsfdgr@dgdf.dgdf	56546545435	Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-121	TAPAN KUMAR ROY			Joined	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-131	Mr Test	test@test.com	01711452563	Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-141	TAPAN KUMAR ROY	tapan@gmail.com	01685687765800	Not Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-151	Mr Test	c@c.com	01789367445	Joined	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-161	Md. Jamrul Kamrul	asfdads@gfg.com	01675858586	Joined	<a href="#"></a> <a href="#"></a> <a href="#"></a>	App-21	aaa	dsdfdr@dgdf.dgdf	56546545435	Not Printed	<a href="#"></a> <a href="#"></a> <a href="#"></a>
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Showing 1 to 10 of 17 entries

Previous **1** 2 Next





Click to Add Attachment File

When you click this Attachment button you will be redirected to this page (Joining Letter).

Applicants List

Applicant No	Name	Email	Phone
App-01	sdfds	dsgdfdr@dgd.fdgdf	56546545435
App-11	aaa	dsfdfgr@dgd.fdgdf	56546545435
App-21	aaa	dsgfdgr@dgd.fdgdf	56546545435
App-31	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-41	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-51	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-61	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-71	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-81	sdfds	dsgfsdfsdr@dgd.fdgdf	2524324
App-91	dsfds	dsddsfdsfdr@dgd.fdgdf	56546545435
App-101	dsfds	dsddsfdsfdr@dgd.fdgdf	56546545435
App-111	dsfds	dsddsfdsfdr@dgd.fdgdf	56546545435
App-121	TAPAN KUMAR ROY		

### Update Attachment

Date



File

Choose File No file chosen

Save

you can Add attachment through this pop up and click the link to see the file.

N.B.

when you submit all the information the status will be Not Printed

when you print all the information the status will be Printed

when you upload the printed document(Joining Letter) the status will be Joined

## HRM > Recruitment > Joining Letter

You can see Joining Letter here. You can add attachment and see the attachment through the link. A List of Appointment Letter Information is shown below.

Applicants List													<a href="#">« Back</a>
<a href="#">Show</a> 10 entries <a href="#">Excel</a> <a href="#">CSV</a> <a href="#">Print</a>													Search: <input type="text"/>
Applicant No	Name	Email	Phone	JoiningDate	Branch	Designation	Attachment	Actions					
App-01	sofds	dsgfafar@dgfd.fdgdf	56546545435					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	
App-101	dsfds	dsddsfdsfdgr@dgfd.fdgdf	56546545435					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	<a href="#">Joined</a>
App-11	aaa	dsfdfgr@dgfd.fdgdf	56546545435					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	
App-111	dsfds	dsddsfdsfdgr@dgfd.fdgdf	56546545435					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	
App-121	TAPAN KUMAR ROY							<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	<a href="#">Joined</a>
App-131	Mr Test	test@test.com	01711452563					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	
App-141	TAPAN KUMAR ROY	tapan@gmail.com	01685687765800					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	
App-151	Mr Test	c@c.com	01789367445					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	<a href="#">Joined</a>
App-161	Md. Jamruj Kamruj	asfdads@gfg.com	01675858586					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	<a href="#">Joined</a>
App-21	aaa	dsfdfgr@dgfd.fdgdf	56546545435					<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Print</a>	<a href="#">Download</a>	

Showing 1 to 10 of 17 entries

[Previous](#) [1](#) [2](#) [Next](#)

## HRM > Recruitment > Police Verification

You can see Police Verification Information here. You can see submitted (at the time of Employee Profile Creation) attachment from the link below.

Police Verification

<b>Name</b> Mohammad Manir Husain
<b>Id</b> 2071
<b>Contact No</b> 01726590127
<b>Email</b> a@gmail.com
<a href="#"><u>Click Here</u></a>

## HRM > Recruitment > Bond

You can create Bond Information here and update or delete Bond Information from the table. You can add Attachment and see. A List of Bond Information is shown below.

Bond Letter Information

Select Bond Type: Select [Download](#)

Employee Name	Designation
Department	Date
Type	Select File

Choose File | No file chosen

[Save](#)

Bond Letter Information

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Employee Name	Designation	Department	Date	Bond Type	Attachment	Action
No data available in table						

You can Choose Bond Type and Download the bond from here and upload the file to the form shown above.

Bond Letter Information

Select Bond Type: Declaration Fidelity [Download](#)

- Select
- Surety Bond
- Declaration Secrecy
- Declaration Fidelity

## HRM > Recruitment > Letter/Bond

You can download All Letters/ Bonds from here. A List of All Letters /Bonds is shown below.

Letter/Bond

« Back

Appreciation Letter 	Experience Letter 	Surety Bond Letter 	Declaration Fidelity Bond 
Declaration Secrecy Bond 			

63

## HRM > Recruitment > CV/Bank

You can create Other CV Bank here and update or delete Information from the table. A List of CV /Bank is shown below.

CV Bank Info

<< Back

SSC Roll:  \*

SSC Reg:

Date:  \* 11-Sep-2021

Remarks:

Attachment:   
 No file chosen

CV Bank List

Show 10 entries    Search:

SSC Roll	SSC Reg	Date	Reason	Attachment	Action
No data available in table					

## HRM > Training > My Training List

You can see Training List from here. A List of Courses is shown Below.

MY TRAINING INFORMATION				<a href="#">« Back</a>
Show 10 entries		Search:		
Year	Course Title	Start Date	End Date	
2019-2020	Applied Data Science with Python Specialization	11/01/19	01/01/20	
2021	Programming	07/01/21	09/30/21	
2021-2022	.NET	07/01/21	01/01/22	
2021-2022	.NET	07/01/21	01/01/22	

Showing 1 to 4 of 4 entries

Previous **1** Next

## HRM > Training > Training Calendar(User)

You can see Training Calendar from here. A List of Courses is shown Below.

The screenshot shows a monthly calendar for September 2021. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are listed below each day. A yellow box highlights the entire day for Friday, September 10th. Above the first column of the calendar, there is a button labeled "click for confirmation". At the top right of the calendar, there are buttons for "month", "week", and "day".

When a training will be created you will see the assigned training on the corresponding date like below.

The screenshot shows a weekly calendar view for the last week of September. The days are labeled 19 through 25. A blue box with the text "Training Assigned : 1" is placed over the Saturday, October 1st slot. A button labeled "click for confirmation" is located above the Friday, September 24th slot.

By clicking you can see a list of courses in a pop up page like this.

A blue arrow points down from the "click for confirmation" button in the previous screenshot to this pop-up window. The window has a title bar "All Courses". Inside, there is a table with the following data:

Course Title	Starting Date	Ending Date	No of Participant	Source Of Fund	Trainee Type
Banking	1 Oct 2021	31 Dec 2021	30	Government	Permanent

At the bottom right of the pop-up is a red "Close" button.

## HRM > Training > Create Training

You can create Training Information from here and update or delete from the table.

CREATE TRAINING

[« Back](#)

Course Title *	<input type="text"/>	Course Objective *	<input type="text"/>
Amount (BDT) *	<input type="text"/>	Country *	Select One <input type="button" value="▼"/>
Starting Date *	<input type="text"/>	Ending Date *	<input type="text"/>
Year *	Select One <input type="button" value="▼"/>	No. of participants *	<input type="text"/>
Trainer *	Select One <input type="button" value="▼"/>	Subject *	Select One <input type="button" value="▼"/>
Source Of Fund *	Select <input type="button" value="▼"/>	Training Type	Select One <input type="button" value="▼"/>
Location *	<input type="text"/>	Institute *	Select One <input type="button" value="▼"/>
Start Time	<input type="text"/> Start time	End Time	<input type="text"/> End time
Remarks	<input type="text"/> Duration (minutes)		

## HRM > Training > All Trainings

You can see All Trainings here and update or delete from the table. A List of All Trainings is shown below.

All Trainings

[« Back](#)

Show 10 entries

[Excel](#)

[CSV](#)

[Print](#)

Search:

Course Title	Start Date	End Date	Year	No of Participant	Trainee Type	Source Of Fund	Action
.NET	07/01/21	01/01/22	2021-2022	20	Permanent	Government	 
.NET	07/01/21	07/01/22		30	Permanent	Government	 
Applied Data Science with Python Specialization	11/01/19	01/01/20	2019-2020	15	Permanent	Government	 
Applied Data Science with Python Specialization	06/01/21	06/30/21		45	Permanent, Contractual, Permanent	Government	 
Banking	10/01/21	12/31/21	2021	30	Permanent	Government	 

## HRM > Training > Add Participant

You can see All Trainings here and to Add participant you have to click

All Trainings

Back

Show 10 entries

Search:

Year	Course Title	Starting Date	Ending Date	Participants	Employee Type	Budget	action
	.NET	07/01/21	07/01/22	30	Permanent	Government	
	Applied Data Science with Python Specialization	06/01/21	06/30/21	45	Permanent, Contractual, Permanent	Government	
2019-2020	Applied Data Science with Python Specialization	11/01/19	01/01/20	15	Permanent	Government	
2021	Programming	07/01/21	09/30/21	50	Permanent, Contractual, Permanent	Government	

ADD PARTICIPANT

Course Title	.NET	Course Subject	
Course Objective	TEST	Amount (BDT)	20000
Start Date	07/01/21	End Date	07/01/22
Year		No of participants	30
Employee Type	Permanent	Budget	Government
Employee's Id (If any) <input type="text" value="2321 - Sabrina Chowdhury Doty"/> Name <input type="text" value="Sabrina Chowdhury Doty"/> Designation <input type="text" value="SENIOR PRINCIPAL OFFICER"/> Mobile Number <input type="text" value="01715802201"/> Email <input type="text" value="mehedhasan9339@gmail.com"/> Address <input type="text"/>			

Participants				
Name	Designation	Department	Mobile Number	Address
G.M. ZELLUR RAHMANZELLURRAHMAN	PRINCIPAL OFFICER			
MD. MAHFUZUR RAHMANMAHFUZURRAHMAN	PRINCIPAL OFFICER			
Md. Nezrul Islam	SENIOR OFFICER (IT)	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	01677509970	
MOHAMMAD MANIR HUSAIN	SENIOR PRINCIPAL OFFICER			

Then You will be redirected to this page and can add any employee as a participant and see the list below.

You can click 

button to see a Full View of Training Details

### Training Details



Course Title	.NET
Course Objective	TEST
Amount (BDT)	20000
Tentative Starting Date	07/01/21
Tentative Ending Date	07/01/22
Planned no of Participant	30
Country	Bangladesh
Location	
Actual Starting Date	
Actual Ending Date	
Actual No of Participant	30
Employee Type	Permanent
Year	
Budget	Government

### Participants

Name	Designation	Mobile Number	Email	Completion Status	Remark
MOHAMMAD MANIR HUSAIN					
Sourav Chowdhury					
MD. MAHFUZUR RAHMANMAHFUZRRAHMAN					
G.M. ZELLUR RAHMANZELLURRAHMAN					
Rofi Uddin	manager	0123465522	dhiraghy@gmail.com		
Md. Nazrul Islam	ASSISTANT GENERAL MANAGER	01677509970	nazruLavash@gmail.com		
Progga Tanjeen	PRINCIPAL OFFICER	01914725343	progga.tanjeen@bdbl.com.bd		

## HRM > Training > Training Calendar(Admin)

You can see Training Calendar from here. A List of Assigned training will be shown Below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

## HRM > Training > Mark and Attendance

You can see A List of Training Name here.

ATTENDANCE AND MARKING

Training Name\*

Select

Applied Data Science with Python Specialization  
.NET  
.NET  
Applied Data Science with Python Specialization  
Programming  
Banking  
...

« Back

After selecting the training name and pressing the button you will be redirected to this page where you can submit mark and attendance to the particular Employee.



Applied Data Science with Python Specialization

Trainee Name	Attendance	Marks
SABRINA CHOWDHURY DOOTYCHOWDHURYDOOTY	<input type="checkbox"/>	5
MOHAMMAD MANIR HUSAIN	<input type="checkbox"/>	10

Submit

## HRM > Training > Feedback

You can create Training Feedback from here and update or delete the information from the table. A List of Feedback Information is shown below.

Training Feedback

Training Name\* Select

Feedback Type\* Trainee

Feedback

**Save**

Feedbacks

Show 10 entries **Excel** **CSV** **Print** Search:

Training Name	Feedback Type	Feedback	Action
Applied Data Science with Python Specialization	Trainee	jh	

## HRM > Training > TA/DA

You can create TA/DA from here and update or delete the information from the table. A List of TA/DA Information is shown below.

Training TA/DA Information

[« Back](#)

Training \* Select Purpose \*Cost \* Date \* 11-Sep-2021

[Save](#)

Training TA/DA Information List

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Training	Purpose	Cost	Date	Action
			30-Jun-2021	<a href="#">Edit</a> <a href="#">Delete</a>
Applied Data Science with Python Specialization	vvvvv	44.00	30-Jun-2021	<a href="#">Edit</a> <a href="#">Delete</a>
Programming	fdrsdfgj	3000.00	28-Jul-2021	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

## HRM > Training > Certificate

You can search Course Name from here and see Training Information on the left side and You can search employee and see information list.

Training & Participant Info

[« Back](#)

Course Name\* Applied Data Science with Python Specialization

Search

Action	Name	Department	Designation
	SABRINA CHOWDHURY DOOTYCHOWDHURYDOOTY	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	SENIOR PRINCIPAL OFFICER
	MOHAMMAD MANIR HUSAIN	undefined	SENIOR PRINCIPAL OFFICER

This is to certify that Sabrina Chowdhury Dooty , SENIOR PRINCIPAL OFFICER of Bangladesh Development Bank Limited participated in the training course titled " " conducted by the Training Institute during

---

Head of Training Institute

---

Managing Director of (Add.  
Charge)

Date : 11 Sep 2021

You can print their certificate from the button and see a format like this below.

## HRM > Training > Training Register

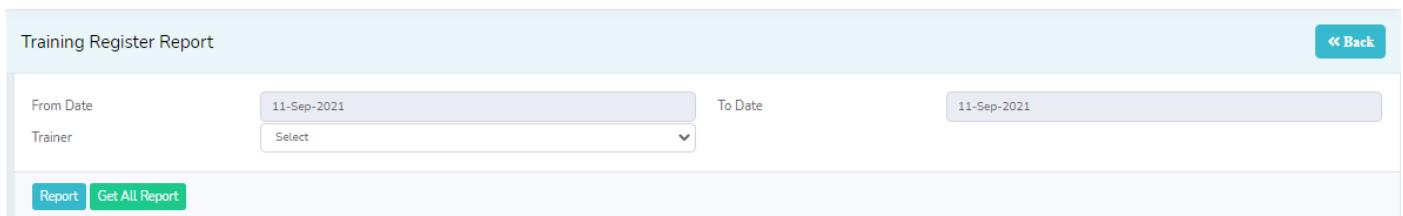
You can get All Training Report from **Get All Report** button. And can see Individual Report by searching Trainer name from **Report** button.

Training Register Report

From Date: 11-Sep-2021 To Date: 11-Sep-2021

Trainer: Select

**Report** **Get All Report** **<< Back**



## HRM > Training > Summary Sheet

You can get All Training Summary Report from **Get All Report** button. And can see Individual Report by searching Trainer name from **Report** button. And reset Information from **Reset** button.

Training Summary Report [« Back](#)

From Date	11-Sep-2021	To Date	11-Sep-2021
Trainer	Select	Course Name	Select
<b>Report</b> <b>Get All Report</b> <b>Reset</b>			

## HRM > Training > Attendance Sheet

You can get All Training Attendance Report from **Get All Report** button. And can see Individual Report by searching Trainer name from **Report** button. And reset Information from **Reset** button.

TRAINING ATTENDANCE REPORT

< Back

From Date	11-Sep-2021	To Date	11-Sep-2021
Trainer	Select	Course Name	Select
<b>Report</b> <b>Get All Report</b> <b>Reset</b>			

## HRM > Training > Evaluation Sheet

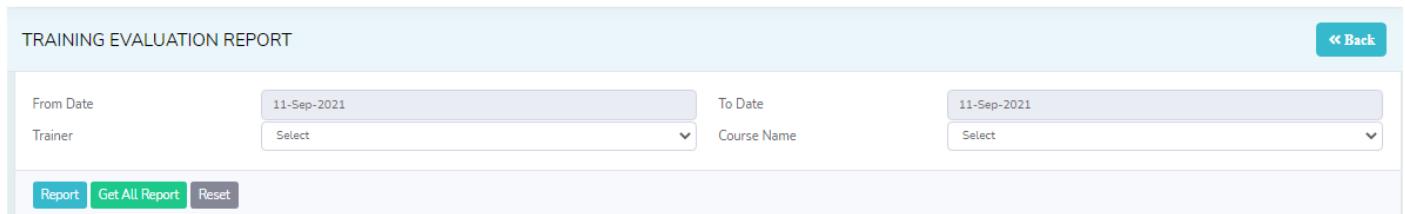
You can get All Training Evaluation Report from **Get All Report** button. And can see Individual Report by searching Trainer name from **Report** button. And reset Information from **Reset** button.

TRAINING EVALUATION REPORT

From Date: 11-Sep-2021 To Date: 11-Sep-2021

Trainer: Select Course Name: Select

**Report** **Get All Report** **Reset** **<< Back**



## HRM > Training > Subject Sheet

You can get Subject Wise Training Report from **Report** button And reset Information from **Reset** button.

Subject Wise Training Report

**<< Back**

From Date	11-Sep-2021	To Date	11-Sep-2021
Trainer	Select	Subject	Select One

**Report** **Reset**

## HRM > Training > Trainers

You can create Trainers Information from here and update or delete from the table. A List of Trainers Information is shown below.

Trainer informations

[« Back](#)

Name *	<input type="text"/>	Designation *	<input type="text"/>
Work place *	<input type="text"/>	Contact Number *	<input type="text"/>
Specialization *	<input type="text"/>	Performance *	<input type="select"/> Select One
Email *	<input type="text"/>	Remarks	<input type="text"/>

[Save](#)

All trainers

Show 10 entries [Excel](#) [Print](#) Search:

Name	Designation	Work place	Specialization	Contact Number	Performance	Remarks	Action
Nazrul Khan	Programmer	Dhaka	math	01879635632	Excellent	OK	<a href="#"></a> <a href="#"></a>
Shamol Sarker	F Consultant	Dhaka	Finance	0134456778	Excellent	OK	<a href="#"></a> <a href="#"></a>

## HRM > Training > Training Subject

You can create Training Subject from here and update or delete from the table. A List of Training Subject Information is shown below.

Training subject

Name \*

Save

All subjects

Show 10 entries Excel CSV Print Search:

Subject Name	Action
General Knowledge	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
Math	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
Money Laundering	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>
PHP	<span style="color: green;">Edit</span> <span style="color: red;">Delete</span>

## HRM > Training > Institutes

You can create Training Institutes from here and update or delete from the table. A List of Training Institute Information is shown below.

Training Institution Information

Training Institution (English) \*

Training Institution (Bangla)

Short Name

---

Training Institution Information

Show 10 entries    Search:

Training Institution (English)	Training Institution (Bangla)	Short Name	Action
Bangladesh Bank	BB	bb	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
DBBL		dbbl	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ICAR		icar	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## HRM > Attendance > Process

You can Process Machine Attendance from here.

Process Machine Attendance

From Date: 11-Sep-2021 To Date: 11-Sep-2021

## HRM > Attendance > Manual

You can Process Manual Attendance from here. And see All the Attendance Information from the list Below.

Manual Attendance

« Back

Emp Name *	Employee Name	Login Date*	Effective Date	Week day
Designation	designation	Login Time*	In time	
Department	Department	Preferable In Time		

All Manual Attendance

Show 10 entries

Employee Id	Employee Name	Designation	Department	Login Date	Login Time	Out Time
1212	Md. Nurul Haque	ASSISTANT GENERAL MANAGER	AUDIT & INSPECTION DEPARTMENT	29 Jun 2021	09:52:53	

## HRM > Attendance > Upload Attendance

You can upload Machine Attendance file here. And see All the Attendance Information from the list Below.

### Upload Attendance

Select File\*  No file chosen

Card No	Punch Time
---------	------------

#### Upload Attendance Information

Show 10 entries Search:

#SL	Card No	Punch Time
No data available in table		

Showing 0 to 0 of 0 entries

## HRM > Attendance > Attendance List

You can search Attendance and see All the Attendance list of the employees from the list Below.

Attendance List

From Date :  To Date :  Search

Employee Id	Employee Name	Designation	Department	Work Date	In Time	Out Time
-------------	---------------	-------------	------------	-----------	---------	----------

## HRM > Attendance > Daily Timesheet

You can see Daily Attendance and the count of total Present and Absent Employees here. The Daily Attendance list of the employees can be seen from the list Below and you can use  Print button for downloading pdf.

Daily Attendance Sheet

 Print  Back

Select Date	Select Date	 Find
Department	-Department-	
Branch	-Branch-	
Division	-Division-	
Designation	Select	

Particular	Days
Total Present	
Total Absent	

**Attendance Info List**

Employee ID	Employee Name	Designation	Department	In Time	Out Time	Status

## HRM > Attendance > Employee Time Sheet

You can see Individual Employee Attendance and the count of total Present and Absent of that Employee here for the selected month. The Individual Attendance list of the employee can be seen from the list Below and you can use

 Print button for downloading pdf.

Individual Employee Attendance Sheet

 Print  Back

Particular	Days
Total Present	
Total Absent	

Employee Name   Find

Select Month

Show 10 entries Search:

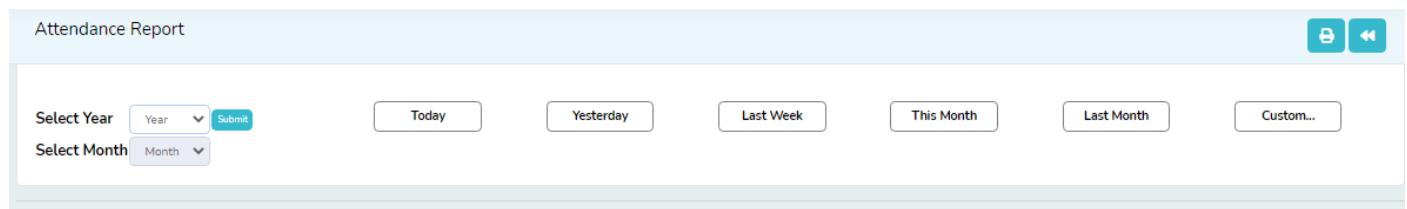
Date	In Time	Out Time	Status	Remarks
No data available in table				

Showing 0 to 0 of 0 entries  

## HRM > Attendance > Monthly Attendance

You can see Attendance Report by searching the selected Year and Month. The Attendance Report Col of the employees can be seen from the list Below and you can use  button for downloading pdf.

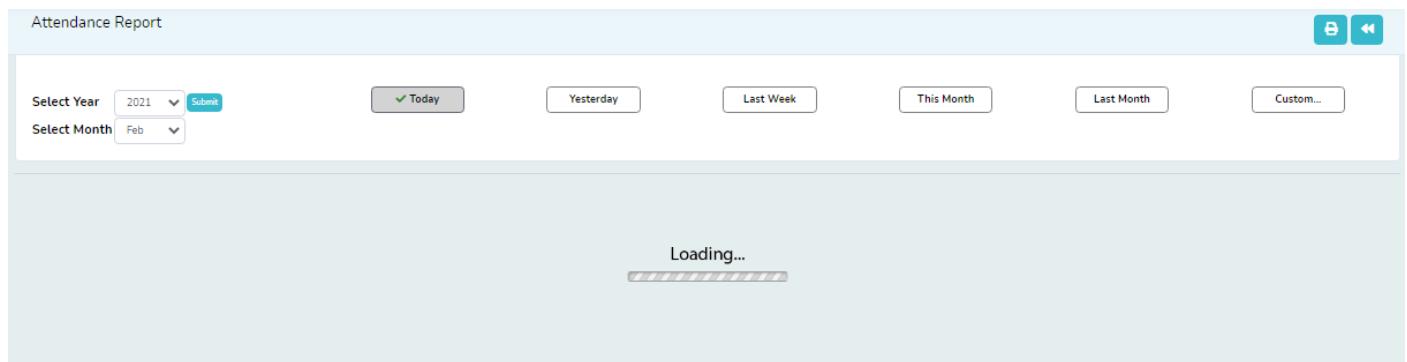
Attendance Report



This screenshot shows the 'Attendance Report' interface. At the top left, there are dropdown menus for 'Select Year' (Year) and 'Select Month' (Month), both with dropdown arrows. Next to them are buttons for 'Today', 'Yesterday', 'Last Week', 'This Month', 'Last Month', and 'Custom...'. On the far right are two small blue icons: a square with a document and a double arrow pointing left.

You can Choose Any Option from Below to see your desired information Like shown below.

Attendance Report



This screenshot shows the same 'Attendance Report' interface as above, but with different input values. The 'Select Year' dropdown is set to '2021' and the 'Select Month' dropdown is set to 'Feb'. The 'Today' button has a green checkmark and is highlighted. The other buttons ('Yesterday', 'Last Week', 'This Month', 'Last Month', 'Custom...') are greyed out. In the center of the page, the text 'Loading...' is displayed above a horizontal progress bar.

## HRM > Attendance > Holiday

You can see Daily Attendance and the count of total Present and Absent Employees here. The Daily Attendance list of the employees can be seen from the list Below and you can use  Print button for downloading pdf.

### Holiday Info

[« Back](#)

Holiday Name (English)\*

Year\*

Date\*

### Holiday Calender

[!\[\]\(da220a97033f97ea56aeaf3dd17766d4\_img.jpg\)](#) [!\[\]\(884efc5bc04e879b7d55526e192431c3\_img.jpg\)](#) [today](#)

September 2021

[month](#) [week](#) [day](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

## HRM > Attendance > My Timesheet

You can see Individual Time Sheet and the count of total Present and Absent Employees here. The Employee

Attendance list of the employee can be seen from the list Below and you can use  button for downloading pdf.

Individual Time Sheet

 Print  Back

Employee Name: Sabrina Chowdhury Dooley  
Employee Id: 2321  
Select Month:

Particular	Days
Total Present	0
Total Absent	28

Date	Start Time	End	Status	Remarks
1/2/2021			A	
2/2/2021			A	
3/2/2021			A	
4/2/2021			A	
5/2/2021			A	
6/2/2021			A	
7/2/2021			A	

## HRM > Attendance > My Late Attendance

You can see Individual Late Attendance Sheet and the count of total late days of the Employees here. The Employee Late Attendance list of the employee can be seen from the list Below and you can use  Print button for downloading pdf.

My Late Attendance Sheet

 Print  Back

Employee Name	Sabrina Chowdhury Dooty
Select Month	<input type="button" value="January"/>

Particular	Days
Total Working Days	31
Total Late Days	0

Show  entries

Date	In Time	Out Time	Remarks
1/1/2021			
2/1/2021			
3/1/2021			
4/1/2021			
5/1/2021			
6/1/2021			
7/1/2021			

## HRM > Employees> Add New

You can Add Employees from here and if you select any applicant's name or Id Personal Information will auto fill-up.

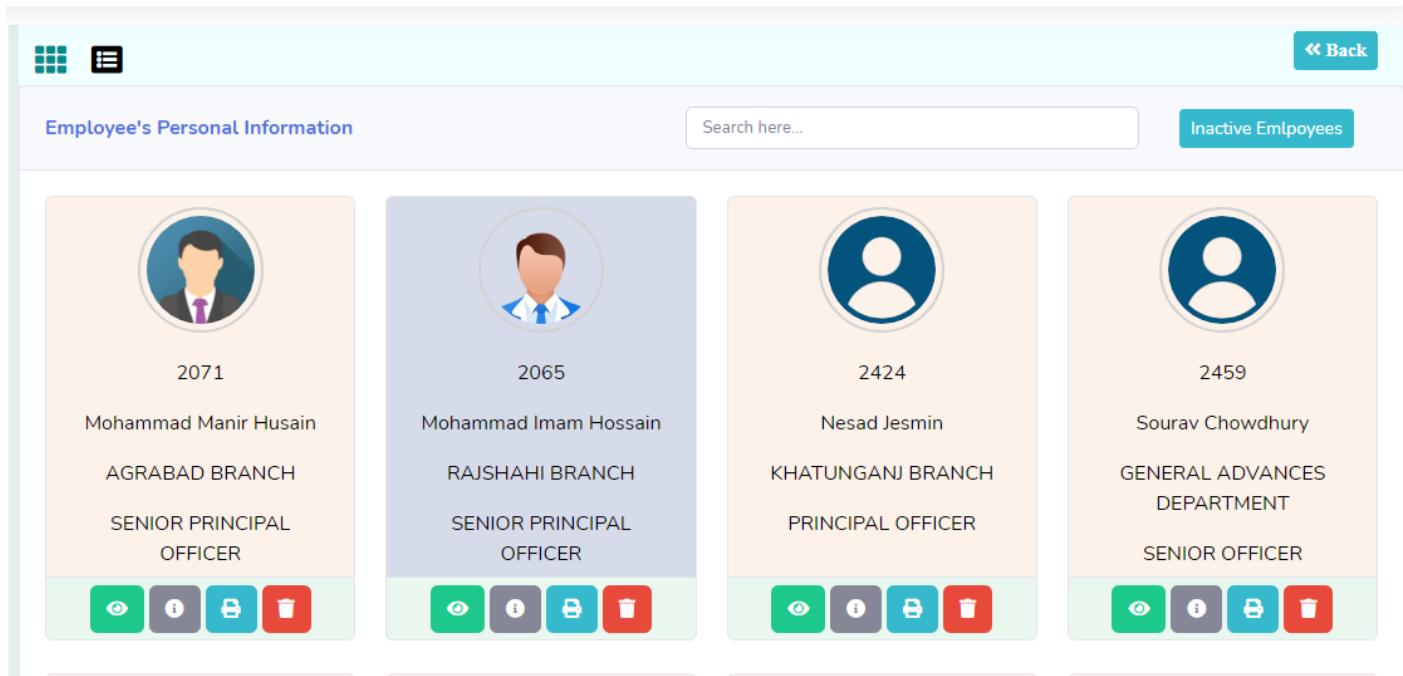
Employee's Information

[« Back](#)

Personal Information			
Employee Id*	<input type="text"/>	Marital Status	<input type="button" value="Select"/>
Employee Name (English)*	<input type="text"/>	Blood Group	<input type="button" value="Select"/>
Employee Name (Bangla)	<input type="text"/>	Willingness to Blood Donation	<input type="button" value="No"/>
Mobile (Personal) *	<input type="text"/>	Telephone (Home)	<input type="text"/>
Birth Certificate No *	<input type="text"/>	Email (Personal)	<input type="text"/>
Home District	<input type="button" value="Select"/>	Place of Birth	<input type="text"/>

## HRM > Employees > Employee List

When you click on the employee list button, you will see this page. On this page, (1) you can add new information, update existing information, and delete items. You can see the details view (2), the details view of CV format (3). An admin can delete(4) any employee.

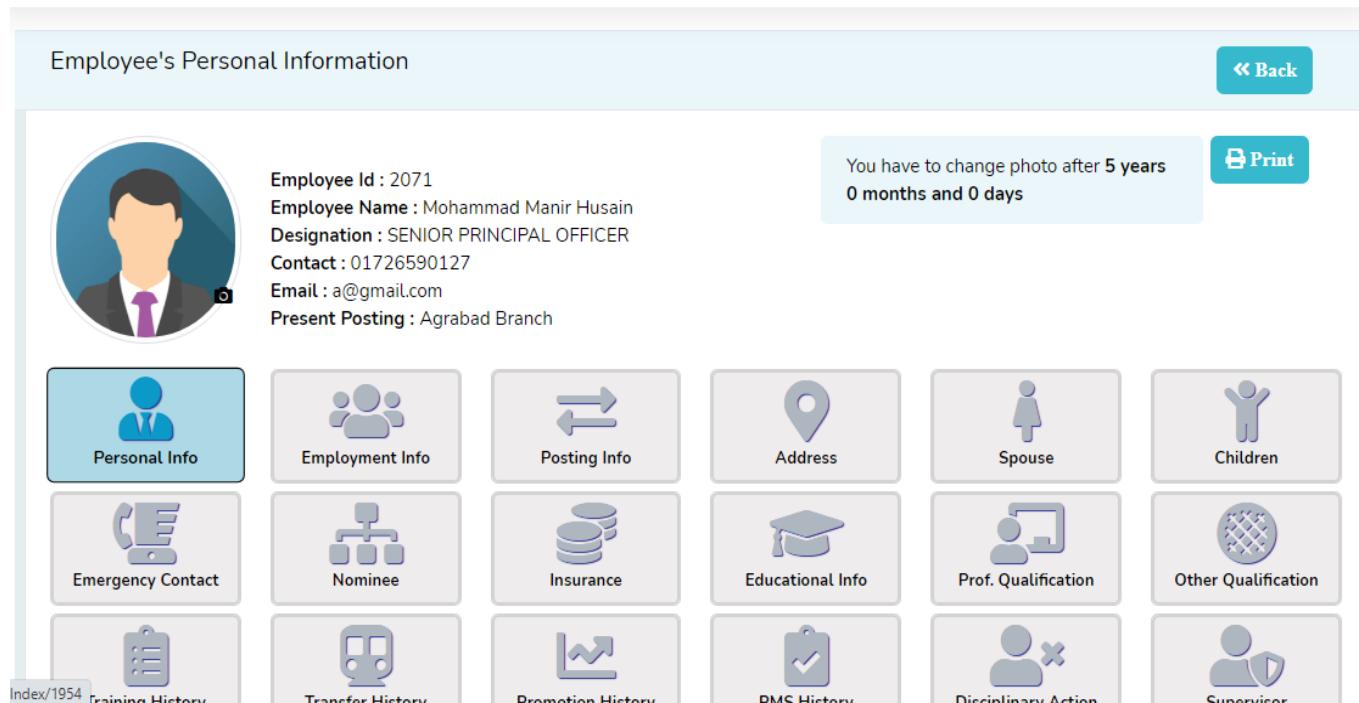


The screenshot shows a grid of four employee profiles. Each profile card includes a circular profile picture, an employee ID, the name, the branch, and the designation. Below each card is a row of four small icons: eye, edit, print, and delete.

Employee ID	Name	Branch	Designation
2071	Mohammad Manir Husain	AGRABAD BRANCH	SENIOR PRINCIPAL OFFICER
2065	Mohammad Imam Hossain	RAJSHAHI BRANCH	SENIOR PRINCIPAL OFFICER
2424	Nesad Jesmin	KHATUNGANJ BRANCH	PRINCIPAL OFFICER
2459	Sourav Chowdhury	GENERAL ADVANCES DEPARTMENT	SENIOR OFFICER

- 1<sup>st</sup> button view:  Click on the eye button you will find the Create, edit and update page of employee info's.

Using the right-side camera icon, you can add or update your profile picture.



The screenshot shows the detailed view of an employee's personal information. It includes a large circular profile picture, employee ID, name, designation, contact, email, and present posting. A message indicates a photo update is due in 5 years. Below this are various tabs for managing different aspects of the employee's record.

Employee Id : 2071  
Employee Name : Mohammad Manir Husain  
Designation : SENIOR PRINCIPAL OFFICER  
Contact : 01726590127  
Email : a@gmail.com  
Present Posting : Agrabad Branch

You have to change photo after 5 years  
0 months and 0 days

Print

Personal Info	Employment Info	Posting Info	Address	Spouse	Children
Emergency Contact	Nominee	Insurance	Educational Info	Prof. Qualification	Other Qualification
Training History	Transfer History	Promotion History	PMS History	Disciplinary Action	Supervisor

2.2<sup>nd</sup> button view:  By clicking on the 2nd details button you will get all the details about the employee.

**Personal Data System**

(Mohammad Manir Husain-2071)

**Employee's Personal Information**

Employee Id	2071	
Name (English)	Mohammad Manir Husain	
Name (Bangla)		
Father's Name (English)	MOHAMMAD SOWAB MIAH	
Father's Name (Bangla)		
Mother's Name (English)	MRS. SALEHA BEGUM	
Mother's Name (Bangla)		

3.3<sup>rd</sup> button view :  Click on the 3rd button you will get employee info in CV format.

1 / 1 | - 100% + | ☰

**Mohammad Manir Husain-2071**  
SENIOR PRINCIPAL OFFICER  
Agrabad Branch

**Employee's Personal Information**

Father's Name	MOHAMMAD SOWAB MIAH
Mother's Name	MRS. SALEHA BEGUM
National ID	19761595707726896
Religion	Islam
Marital Status	Married
Email Address (Office)	a@gmail.com
Employee's Type	Permanent
Date of Joining	07-Jun-2007
Date of Regularity	07-Jun-2007
Date of Confirmation	07-Jun-2007

**Nominee List**

**CONTACT**

Mobile Number  
01726590127

**PROFILE**

**Name**  
Mohammad Manir Husain

**Employee ID**  
2071

**Date of Birth**  
11-Jul-1976

**Nationality**



## HRM > Employees> Employee List > Click (Edit) Button

When you click on the Edit button, you will see this page.

Employee's Personal Information

 Back

 Print

You have to change photo after 5 years  
0 months and 0 days

Employee Id : 2071  
Employee Name : Mohammad Manir Husain  
Designation : SENIOR PRINCIPAL OFFICER  
Contact : 01726590127  
Email : a@gmail.com  
Present Posting : Agrabad Branch

 Personal Info	 Employment Info	 Posting Info	 Address	 Spouse	 Children
 Emergency Contact	 Nominee	 Insurance	 Educational Info	 Prof. Qualification	 Other Qualification
 Training History	 Transfer History	 Promotion History	 PMS History	 Disciplinary Action	 Supervisor

## HRM > Employees > Employee List > (Edit) Button > Personal Info

On this page you can update employees' personal and parents' information.

Employee Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

 [« Back](#)

Personal Information

Employee Id*	2071	Marital Status	Married
Employee Name (English)*	MOHAMMAD MANIR HUSAIN	Blood Group	A+
Employee Name (Bangla)		Willingness to Blood Donation	
Mobile(Personal)	01726590127	Telephone(Home)	
Birth Certificate No		Email (Personal)	
Home District	Select	Place of Birth	
Date of Birth	11-Jul-1976	eTIN	

## HRM > Employees > Employee List > (Edit) Button > Employment Info

On this page you can update employees' joining, Posting, Grade, Employment Status, Official Contract and Employees' job history information.

Employment Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

 [« Back](#)

Joining Information

Date of Joining	07-Jun-2007	Date of Regularity	07-Jun-2007
Joining Designation	Select	Present Designation	SENIOR PRINCIPAL OFFICER
Date of Confirmation	07-Jun-2007	Date of Retirement	10-Jul-2035
PRL Date	PRL Date		

Posting Information

SBU *	BSB	Zone	Select
Division	Select	Office	Select
Department/Institute	Select	Unit/Cell	Select
Branch	AGRABAD BRANCH	Manager	Yes
Present Posting	Agrabad Branch		

## HRM > Employees > Employee List > (Edit) Button > Posting Info

If any employee has more posting places, you can add posting info from here and update or delete information from the table.

Employee Posting Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

SBU: BDBL | Department: Select | Branch: Select | Division: Select | Unit/Cell: Select | Office: Select | Place Name: [Input] | Start Date: [Input] | Place Name(Bangla): [Input] | End Date: [Input] | Remarks: [Input]



**Posting Info List**

SBU	Department	Branch	Division	Unit	Place Name	Office	Start Date	End date	Status	Action
		AGRABAD BRANCH			Agrabad Branch		02/02/2020		Active	  

Show 10 entries |    | Search: [Input]

Showing 1 to 1 of 1 entries | Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Address

You can add employees' present and permanent addresses and update that information also.

Address Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Present Address		Permanent Address	
Road No.	<input type="text"/>	Road No.	<input type="text"/>
House No./Village	<input type="text"/>	House No./Village	<input type="text"/>
Block/Sector	<input type="text"/>	Block/Sector	<input type="text"/>
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Post Office	<input type="text"/>	Post Office	<input type="text"/>
Division *	<input type="text" value="Select"/>	Division *	<input type="text" value="Select"/>
District *	<input type="text"/>	District *	<input type="text"/>
Upazila/Thana *	<input type="text"/>	Upazila/Thana *	<input type="text"/>

Same as Present Address

## HRM > Employees > Employee List > (Edit) Button > Spouse

You can add employees' spouse information from here and update and delete that information from the table.

Spouse Information


  
**MOHAMMAD MANIR HUSAIN**  
 SENIOR PRINCIPAL OFFICER

 [Back](#)

Spouse's Name(English)	<input type="text"/>	Nationality	<input type="text" value="Bangladeshi"/>
Spouse's Name (Bangla)	<input type="text"/>	Blood Group	<input type="text" value="Select"/>
Mobile (Personal)	<input type="text"/>	Relationship	<input type="text"/>
Gender	<input type="text" value="Select"/>	Email (Personal)	<input type="text"/>
Date of Birth	<input type="text"/>	Occupation	<input type="text" value="Select"/>
NID	<input type="text"/>	Organization	<input type="text"/>
Marital Status	<input type="text" value="Select"/>	Designation	<input type="text"/>
Date Of Marriage	<input type="text"/>	Marriage Certificate	
Picture			

Spouse Information

Show  entries

Search:

---

Name	Date of Birth	Gender	Occupation	Designation	Picture	Blood Group	Marriage Certificate	Date Of Marriage	Action
A	06-Sep-1985	Female	Doctor	hgh	<a href="#">Click Here</a>	O-	<a href="#">Click Here</a>	10-Sep-2009	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Children

You can add employees' children's information and children's education from here and update and delete that information from the table.

Children Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Childern's Name (English)*	<input type="text"/>	Blood Group	<input type="text"/>
Childern's Name(Bangla)	<input type="text"/>	Mobile (Personal)	<input type="text"/>
Relationship	<input type="text"/>	Email (Personal)	<input type="text"/>
Gender	<input type="text"/>	Disability	<input type="text"/>
Date Of Birth *	<input type="text"/>	Disability Type	<input type="text"/>
NID	<input type="text"/>	Occupation	<input type="text"/>
Birth Registration No.	<input type="text"/>	Organization	<input type="text"/>
Nationality*	<input type="text"/>	Present Education	<input type="text"/>
Picture			

### Children Information

Show	10	entries	 Excel	 CSV	 Print	Search:									
Name (English)	 	Date of Birth	 	Gender	 	Occupation	 	Blood Group	 	Present Education	 	Picture	 	Action	 
Hasib		04-Sep-2014		Male		O-				<a href="#">Click Here</a>	  				

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Emergency Contact

You can add employees' emergency contacts from here, and update and delete that information from the table.

Emergency Contact Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Contact Name\*

Occupation

Relationship

Organization

Mobile (Personal)\*

Designation

Email (Personal)

Office Address

Home Address



Information List

Show 10 entries   

Search:

Name	Relation	Organization	Designation	Occupation	Email	Contact	Action
Jahid Khan	Brother	ASD	SP	Abrod	t@t.com	0178965412	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Nominee

You can add employees' Nominees from here, and update and delete that information from the table.

Nominee Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Name *	<input type="text"/>	Relation	<input type="text"/>		
Address	<input type="text"/>	Phone *	<input type="text"/>		
Email	<input type="text"/>	NID	<input type="text"/>		
Birth Certificate	<input type="text"/>	Date Of Birth	<input type="text"/>		
Occupation	<input type="text"/>	Organization	<input type="text"/>		
Designation	<input type="text"/>	Guardian Name (If nominee minor)	<input type="text"/>		
Witness Name	<input type="text"/>	Witness Mobile	<input type="text"/>		
Attached File		<input type="button" value="Choose File"/> No file chosen			
Insurance Type*		<input type="text"/>	Remaining 100	<input type="text"/>	<input type="button" value="Add"/>
Insurance Type		Value		Action	

Nominee Information List

Name	Relation	Contact	Designation	Organization	Occupation	Email	Address	Attached File	Action
Habib		0178965412							 
Kamal Hossen	sdfsdf	01789654325						<a href="#">Click Here</a>	 

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

## HRM > Employees > Employee List > (Edit) Button > Nominee

You can add employees' Nominees from here, update and delete that information from the table.

Employee Insurance Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER



Name \*   
Relation \*   
NID   
Gender   
Date of Birth \*   
Insurance Date   
Attached File   
 No file chosen

Insurance Information List

Show 10 entries Search:

Name	Relation	Date Of Birth	Gender	Attached File	Action
Habib	Brother	04-Sep-1980			 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Educational Info

You can add employees' Educational Information from here, Update and delete that information from the table.

Educational Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

 Save

Level of Education*	Masters	Certificate/Degree*	M.A
Group/Subject	Instrumental Music	Board/University	Abdul Malek Ukil Medical College
Institution	ABC	Result Type	Class
Grade/Division/Class	1st	Passing Year *	2000

**Educational Information**

Show 10 entries   

Search:

Certificate/Degree	Board/University	Passing Year	Grade/Division/Class	Action
H.S.C	Ad-Din Akij Medical College	2000	4	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Prof. Qualification

You can add employees' professional qualifications from here, update and delete that information from the table.

Professional Qualification Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Qualification *	MBA	Institute Name	DU
Subject	Physics	Passing Year	2015
Result *	Grade(Out of 4.0)	Mark/Grade	4



Professional Qualifications Information List

Qualification	Institute Name	Passing Year	Subject	Result	Mark/Grade	Action
MBA	DU	2015	Physics	Grade(Out of 4.0)	4	 

Show 10 entries    Search:

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Other Qualification

You can add employees' other qualifications (without educational or professional if any) from here, update and delete that information from the table.

Other Qualification Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER



Qualification\* Select Institute Name

Subject

Passing Year

Result\* Select Mark/Grade



Other Qualifications Information List

Qualification	Institute Name	Passing Year	Subject	Result	Mark/Grade	Action
Computer course	IsDB	2015	C#	Pass		 

Show 10 entries    Search:

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Training History

If an employee has any training history, he/she can add these records from here, update them, and delete them from the table.

Training Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Training Title *	<input type="text"/>	Training Type *	<input type="text" value="Select"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
Training Institution	<input type="text" value="Select"/>	Remarks	<input type="text"/>

 Save

Training History

Show 10 entries  Search:

Training Type	Training Title	Training Institution	From Date	To Date	Remarks	Action
Basic	Test	IFIC	01-Sep-2016	07-Sep-2017		 

Showing 1 to 1 of 1 entries Previous1Next 

## HRM > Employees > Employee List > (Edit) Button > Transfer History

If an employee has any transfer history, he/she can add these records from here, update them, and delete them from the table.

Transfer Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Department/Institute: Select | Grade: Select

Designation: Select | To date: [ ]

Form date \*: [ ]



Transfer History

Show 10 entries |   

Search: [ ]

Form date	To date	Grade	Designation	Institute/Department	Action
30-Sep-2021	01-Sep-2021	Grade 11	JUNIOR OFFICER	MIS & RESEARCH DEPARTMENT.	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Promotion History

If an employee has any promotion history, he/she can add these records from here, update them, and delete them from the table.

Promotion History



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

New Designation *	Select	Old Designation *	Select
Date of Promotion *		Grade *	Select
Ref. Number		Ref. Date	
Remarks			

 Save

Promotion History Details

New Designation	Old Designation	Date of Promotion	Ref. Number	Ref. Date	Action
ASSISTANT CASHIER	ASSISTANT CASHIER	01-Mar-2021	34	01-Sep-2021	 

Showing 1 to 1 of 1 entries

Previous  Next

## HRM > Employees > Employee List > (Edit) Button > Disciplinary Records

If an employee has any offensive records in his/her job, he or she can add them from this page, update them, and delete them from the table.

Disciplinary Action



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Offense *	Select One	Nature of Punishment *	Select One
Ref. Date *	Ref. No. *		
Start From	Remarks		
End To	Ref. Attachment		<input type="button" value="Choose file"/> <input type="button" value="Browse"/>
<span></span>			

Disciplinary Action Info

Show 10 entries  Search:

Employee's Name	Offense	Nature of Punishment	Ref. No.	Ref. Date	Action
Mohammad Manir Husain	Test Offence	Test Punishment	5	01-Sep-2021	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Supervisor

An employee/Admin can set the approver for leave purposes from here. The approval type will be based on the master data. This information can be updated and deleted from the table.

Approval Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER




Approval Type	<input style="width: 100%;" type="text" value="Leave"/>	Sort Order	<input style="width: 100%;" type="text"/>
Employee Name	<input style="width: 100%;" type="text" value="Mohammad Manir Husain"/>	Approver Name	<input style="width: 100%;" type="text" value="Type Employee Name"/>
Status	<input style="width: 100%;" type="text" value="Active"/>	Is Final Approver?	<input style="width: 100%;" type="text" value="No"/>



Approver Name	Department	Designation	Status	Sort Order	Is Final Approver	Action
Sabrina Chowdhury Doaty	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	SENIOR PRINCIPAL OFFICER	Active	1	Final	 




Approval List

Show  entries





Search:

Employee Id	Employee Name	Approval Type Name	Action
2071	Mohammad Manir Husain	Leave	

Showing 1 to 1 of 1 entries





## HRM > Employees > Employee List > (Edit) Button > Driving License

An employee can add driving license information from this page, update them, and delete them from the table.

Driving License Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Licence Number \*

Date of Issue \*

Place of Issue \*

License Category \*

Date of Expiry \*



Driving License Information

Show 10 entries   

Search:

License Number	Place of Issue	License Category	Date of Issue	Date of Expiry	Action
456	Dhaka	Light	01-Sep-2021	30-Sep-2021	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button Passport

From this page, an employee can add passport information. He/she can update them, and delete them from the table.

Passport Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Name In Passport \* | Passport Number \*

Date of Issue | Date Of Expiration \*

Attachment | Place of Issue \*



No file chosen

Passport Information

Show 10 entries Search:

Name in Passport ↑↓	Passport Number ↑↓	Place of Issue ↑↓	Date of Issue ↑↓	Date of Expiration ↑↓	Attachment ↑↓	Action ↑↓
Test	345	Dhaka	01-Sep-2021	30-Sep-2021	<a href="#">Click Here</a>	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Travel

From this page, an employee can add Travel information records in this page. Travel type data will get from master data. He/she can update them, and delete them from the table.

Travel Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER




Travel Type*	<input type="text" value="Select"/>	Title of Training/Seminar*	<input type="text"/>
Purpose	<input type="text"/>	Account Code	<input type="text"/>
Program*	<input type="text" value="Select"/>	Country*	<input type="text" value="Select Country"/>
Location	<input type="text"/>	Ref. Number	<input type="text"/>
Sponsoring Agency	<input type="text"/>	End Date*	<input type="text"/>
Start Date*	<input type="text"/>	Leave Taken To *	<input type="text"/>
Leave Taken From *	<input type="text"/>	Remarks	<input type="text"/>
Ref. Date	<input type="text"/>	Upload File	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>
Title Of File			



Travel Information

Show  entries




Search: 


SL#	Location	Title of Training/Seminar	Sponsoring Agency	Ref. Date	Upload File	Action
1	Italy	fdf		08-Sep-2021		

Showing 1 to 1 of 1 entries




## HRM > Employees > Employee List > (Edit) Button > Membership

If an employee has any kind of membership, he/she can add these information, in this page. Organization name data will be gotten from master data. He/she can update them, and delete them from the table.

Membership Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Organization Name *	<input type="text" value="Select"/>
Membership No	<input type="text"/>
Remarks	<input type="text"/>

 Save

Membership Information

Organization Name	Membership No	Remarks	Action
ICB	45		 

Show 10 entries    Search:

Showing 1 to 1 of 1 entries Previous  1  Next

## HRM > Employees > Employee List > (Edit) Button > Reward

If an employee gets any type of reward, he or she can add these records to this page. Reward name data will be gotten from master data. He/she can update them, and delete them from the table.

Reward Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER



**Reward Name** \* Select

**Event**

**Date**

**Attachment**



Choose File No file chosen



Reward Information						
Show 10 entries	 Excel	 CSV	 Print	Search:		
Reward Name	Event	Date	Attachment	Action		
Best employee of the year form HR	Test	08-Sep-2021	<a href="#">Click Here</a>	 		
Showing 1 to 1 of 1 entries					 1 	

## HRM > Employees > Employee List > (Edit) Button > Publication

From this page, an employee can add publication information. He/she can update them, and delete them from the table.

Publication Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Name / Title \*

Place & Media of Publication \*

Type \*

Date \*



Publication Information

Show 10 entries Search:

Name / Title	Type	Place & Media of Publication	Date	Action
Book	test	Dhaka	02-Sep-2021	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Language

If an employee is an expert in another language, he or she can add multiple pieces of information from this page. He/she can update them, and delete them from the table. Language will be gotten from the master data.

Language Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Language \* Select One

Proficiency  Reading  Writing  Speaking  Listening



**Language Information**

Show 10 entries Search:

Language	Reading	Writing	Speaking	Listening	Action
English	✓	✓	✗	✓	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Bank Accounts

An employee can add any information about his/her bank accounts from this page. He/she can update them, and delete them from the table. The bank name and wallet type will be gotten from the master data.

Bank Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Bank Name *	Please Select Bank	Wallet Type	Please Select Wallet
Branch Name		Wallet Number	
Account Number			



Bank Information

Show 10 entries Search:

SL#	Bank Name	Branch Name	Account Number	Wallet Type	Wallet Number	Action
1	Southeast Bank Ltd.	Dhaka	34	Nagad	4546	 

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows  
 

## HRM > Employees > Employee List > (Edit) Button > Office Item

When an employee takes any item from the office, he or she can add these records to this page. He/she can update them, and delete them from the table. The item name will be gotten from the master data.

Office Item

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Item Name \* Select One Remarks

Asset No

Issue Date

Return Date



Office Item Information List

Show 10 entries Search:

Item name	Asset No	Issue Date	Return Date	Action
Machine servicing and Cleaning Service.	34	01-Sep-2021	09-Sep-2021	 

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows.  


## HRM > Employees > Employee List > (Edit) Button > Emp. History

If an employee has a record of working elsewhere before, he or she can add these records to this page. He/she can update them, and delete them from the table. The organization type will be gotten from the master data.

Employment History



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Organization Name *	<input type="text"/>	Organization Business	<input type="text"/>
Organization Type *	<input type="text" value="Select"/>	Job Title	<input type="text"/>
Joining Date *	<input type="text"/>	Last working date *	<input type="text"/>
Joining Designation	<input type="text" value="Select"/>	Last Designation	<input type="text" value="Select"/>
Last Drawn Salary	<input type="text"/>	Length of Service	<input type="text"/>
Area of Proficiency	<input type="text"/>	Significant Achievements	<input type="text"/>
Employer	<input type="text"/>	Responsibilities	<input type="text"/>
Organization Location	<input type="text"/>		

 Save

All Employment Histories

Show  entries
  
Search:

Organization Name	jobTitle	Length of Service	Joining Designation	Last Designation	Joining Date	Last working date	Action
ASD	test	6year	JUNIOR OFFICER	ACDO	01-Sep-2021	30-Sep-2021	 

Showing 1 to 1 of 1 entries

Previous
1
Next

## HRM > Employees > Employee List > (Edit) Button > Freedom fighter

An employee can use this page to add information about their own or a relative's freedom fight. He/she can update them, and delete them from the table.

Freedom Fighter Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

---

FF No. *	<input type="text"/>	Sector No	<input type="text"/>
Owner	<input type="button" value="Select"/>	Remark	<input type="text"/>

---



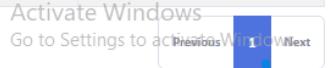
Freedom Fighter List

Show  entries

Search:

FF No.	Sector No	Owner	Remark	Action
45	10	Relative		 

Showing 1 to 1 of 1 entries



## HRM > Employees > Employee List > (Edit) Button > Reference

An employee can use this page to add information about references. He/she can update them, and delete them from the table.

Reference Information



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

 [« Back](#)

Ref. Name *	<input type="text"/>	Ref. Designation *	<input type="text"/>
Ref. Organization *	<input type="text"/>	Ref. Contact *	<input type="text"/>
Ref. Email	<input type="text"/>		

 [Save](#)

Reference Information List

Ref. Name	Ref. Organization	Ref. Designation	Ref. Email	Ref. Contact	Action
Jahid Khan	ASD	SP	t@t.com	0178965412	 

Show  entries Search:

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows 

## HRM > Employees > Employee List > (Edit) Button > Office Location

An employee can use this page to add information about the office assigned, desk number, floor, and room number. He/she can update them, and delete them from the table.

Office Assign Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Floor No \*

Room No \*

Desk No

 Save

Office Assign Information List

Show 10 entries Search:

Floor No	Room No	Desk No	Action
4	78	5	 

Showing 1 to 1 of 1 entries

Activate Windows  1 Next  
Go to Settings to activate Windows.

## HRM > Employees > Employee List > (Edit) Button > Profile Photo

An employee can use this page to add or update his/her profile picture.

Employee Photo Upload



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

 [« Back](#)



\*

Choose File

No file chosen

 [Save](#)

## HRM > Employees > Employee List > (Edit) Button > Signature

An employee can use this page to add or update his/her signature (Bangla & English letter).

Employee Signature Upload

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Current English Signature



English Signature\*



Choose File No file chosen

Current Bangla Signature



Bangla Signature



Choose File No file chosen

 Save

## HRM > Employees > Employee List > (Edit) Button > Contract

If an employee has any contractual information, he/she can use this page to add this information. He/she can update them, and delete them from the table.

Contract Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Contract Ref No

Contract Start Date \*

Contract End Date \*

Contract Status

Select

Attached File



No file chosen

 Save

Employee Contract List									
<input type="button" value="Show"/> 10 <input type="button" value="entries"/> Search: <input type="text"/>									
Contract Ref Id	Start Date	End Date	Contract Status	Attached File	Action				
4	01-Sep-2021	30-Sep-2021	Signed	<a href="#">Click Here</a>					
Showing 1 to 1 of 1 entries									
					<input type="button" value="Previous"/>	<input type="button" value="1"/>	<input type="button" value="Next"/>		

## HRM > Employees > Employee List > (Edit) Button > CSR Activity

An employee can use this page to add information about the CSR activity. He/she can update them, and delete them from the table. The CSR, activity, and donors will be gotten from the master data.

CSR Activity

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

CSR \* Select Doner Select

Activity Select Is Active \*

 Save

CSR Activity List

Show 10 entries  Excel  CSV 

Search:

CSR	Doner	Activity	Is Active	Action
Rohinga Baby Health			Active	 

Showing 1 to 1 of 1 entries

Activate Windows  Previous 1 Next 

## HRM > Employees > Employee List > (Edit) Button > Attachment

An employee can use this page to add information about any kind of attachment. He/she can choose an attachment type from the attachment group and attachment category dropdown. He/she can update them, and delete them from the table.

Employee Attachment Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Attachment Group \* Select

Attachment Category Type \*

File Name \*

Effective Date 11-Sep-2021

Remarks

Select File



No file chosen

Activate Window

Employee Attachment List											
<input type="button" value="Show"/> 10 entries <input type="text" value="Search:"/>											
Attachment Group	Attachment Category Name	Attachment Name	Effective Date	Attachment File	Action						
Official	Police Varification	01-Sep-2021	67	<a href="#">Click Here</a>	 						
Showing 1 to 1 of 1 entries											
<input type="button" value="Previous"/>			1	<input type="button" value="Next"/>							

## HRM > Employees > Employee List > (Edit) Button > CSR Assign

If an employee has any information about an assigned CSR, he or she can add it to this page. He/she can update them, and delete them from the table.

CSR Assign

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

CSR \* Select Is Active \* Select Save

CSR Assign List

Show 10 entries Search:

CSR	Is Active	Action
CBLDG-NKTY	Active	 

Showing 1 to 1 of 1 entries Previous 1 Next

## HRM > Employees > Employee List > (Edit) Button > Social Media

An employee can use this page to add and update information about social media.

Employee Information

 MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Grid « Back

Social Media Information

Skype Id	Skype	FaceBook Id	FaceBook
Linked Id	Linked	Twitter Id	Twitter
Instagram Id	Instagram	WhatsApp Id	WhatsApp

Save

## HRM > Employees > Employee List > (Edit) Button > IELTS

If an employee has IELTS information, he or she can use this page to add information. He/she can update them and delete them from the table.

IELTS Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER



**Exam Type\*** Select Center No \_\_\_\_\_

Date Candidate No \_\_\_\_\_

**Test Result**

Listening	Reading	Writing	Speaking	Over All Score	CEFR Level
_____	_____	_____	_____	_____	_____

**Attached**



No file chosen

Activate Windows  
Go to Settings to activate Windows.



IELTS Information

Show 10 entries    Search: \_\_\_\_\_

Exam Type	Center No	Date	Candidate No	Test Result(OverAll Score)	Attached	Action
academic	5	01-Sep-2021	9	7.00	<a href="#">Click Here</a>	 

Showing 1 to 1 of 1 entries

Previous **1** Next

## HRM > Employees > Employee List > (Edit) Button > Computer Literacy

An employee can use this page to add information about Computer Literacy. He/she can update them and delete them from the table. The Subject will be gotten from the master data.

Computer Literacy



MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Subject	*	Computer Fundamentals
competencyLevel	*	Select
Training	*	
Diploma		
Remarks		



Computer Literacy Details

Show	10	entries	 Excel	 CSV	 Print	Search:					
Subject	↑↓	competencyLevel	↑↓	Training	↑↓	Diploma	↑↓	Remarks	↑↓	Action	↑↓
.Net Core		Beginer		IT						 	

Showing 1 to 1 of 1 entries

**HRM > Employees > Employee List >  (Edit) Button > Employee Hobby**

An employee can use this page to add or update his/her hobbies information.

Employee Hobby

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Add More  



Reading



Gardening



Traveling



Writing

Activate Windows   
Go to Settings to activate Windows.

## HRM > Employees > Employee List > (Edit) Button > Banking Diploma

An employee can use this page to add information about Banking Diploma. He/she can update them and delete them from the table.

Banking Diploma Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

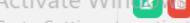
Banking Diploma *	Select	Result *	Select
Passing Year *	Year	Session	



**Banking Diploma Details**

Show 10 entries   

Search:

SL#	Diploma Name	Result	Passing year	Session	Action
1	Part 1	Pass	2018		 Go to Settings to activate Windows.

Showing 1 to 1 of 1 entries   

## HRM > Employees > Employee List > (Edit) Button > Tax Info

An employee can use this page to add information about tax information. He/she can update them and delete them from the table.

Tax Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

TaxZone \*  TaxCircle \*

 Save

**Tax Info List**

Show 10 entries    Search:

TaxZone	TaxCircle	Action
Dhaka	Dhaka	 

Showing 1 to 1 of 1 entries

Activate Windows  1 Next

**HRM > Employees > Employee List >  (Edit) Button > Food Likings**

An employee can use this page to add or update information his/her Food likings.

Food Liking Information

	MOHAMMAD MANIR HUSAIN SENIOR PRINCIPAL OFFICER	 
---	---	---

Vegiterian  Non-Vegiterian

 Save

## HRM > Employees > Employee List > (Edit) Button > Dual Residence

If an employee has a residence outside of Bangladesh, he or she can use this page to add information. He/she can update them and delete them from the table.

Duel Residence Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Country \* Select      Passport No \*



**Duel Residence Info List**

Show 10 entries          Search:

Country	Passport No	Action
USA	456321	 

Showing 1 to 1 of 1 entries     **1** 

Activate Windows  
Go to Settings to activate Windows.

## HRM > Employees > Employee List > (Edit) Button > Medical Care

If an employee has any medical records, he or she can use this page to add information. He/she can update them and delete them from the table. The disease name will be gotten from the master data.

Medical Care

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER



Employee Disease \* Please Select status \* Please Select

Hospitalized \* Please Select UnderTreatment \* Please Select

Vaccinated \* Please Select Observation



Employee Medical Status Info

Show 10 entries    Search:

SL#	Name	Hospitalized	Under Treatment	Vaccinated	Observation	Status	Action
1	Dengue	YES	YES	YES	yes	YES	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Mobile Benefits

If an employee takes any mobile benefits, he or she can use this page to add information. He/she can update them and delete them from the table.

Mobile Benefit Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Type \* Select Amount

Date 11-Sep-2021



---

Mobile Benefit Information

Show 10 entries    Search:

Type	Amount	Date	Action
Mobile Data	1200.00	01-Sep-2021	 

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows  

## HRM > Employees > Employee List > (Edit) Button > Suspension

In this page an employee can add suspension information. He/she can update them and delete them from the table.

Suspension Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

### Suspension

Suspension Description  Attachment   
 No file chosen

### Charge Sheet

Charge Sheet Description  Attachment   
 No file chosen

### Hearing Report

Hearing Report  Attachment   
Punishment Type  Effective From   
 No file chosen



**Suspension List**

Show <input type="button" value="10"/> entries	Search: <input type="text"/>							
Suspension Description	Suspension Attachment	ChargeSheet Description	ChargeSheet Attachment	Hearing Report	Punishment Type	Effective From	Hearing Attachment	Action
dd	<a href="#">Click Here</a>	dfdf	<a href="#">Click Here</a>	d	Warning	03-Sep-2021	<a href="#">Click Here</a>	 

Showing 1 to 1 of 1 entries

Activate Windows  
Go to Settings to activate Windows 10  

## HRM > Employees > Employee List > (Edit) Button > Allegation

In this page an employee can add allegation information. He/she can update them and delete them from the table.

Allegation Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

**Allegation**

Allegation Detail *	<input type="text"/>	Attached File	 <input type="button" value="Choose File"/> No file chosen
Clarification *	<input type="text"/>	Attached File	 <input type="button" value="Choose File"/> No file chosen Activate Windows Go to Settings to activate Windows.
Management *	<input type="text"/>	Attached File	 <input type="button" value="Choose File"/> No file chosen



**Allegation List**

Show 10 entries	 Excel	 CSV	 Print	Search:		
Allegation Detail	Allegation File	Clarification	Clarification File	Management	Management File	Action
A	<a href="#">Click Here</a>	A	<a href="#">Click Here</a>	A	<a href="#">Click Here</a>	Activate Windows Go to Settings to activate Window

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Extra Curricular

In this page an employee can add extra Curricular information. He/she can update them and delete them from the table. The type name will be gotten from the master data.

Employee Extra Curricular Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Type Name \* Select Skill Level \* Select

Skill Type Select Description



**Employee Extra Curricular List**

Show 10 entries Search:

Type Name	Skill Level	Skill Type	Description	Action
General Knowledge	Primary	National	Activate Windows  Go to Settings to activate Windows.	 

Showing 1 to 1 of 1 entries

## HRM > Employees > Employee List > (Edit) Button > Additional Info

In this page an employee can add and update his favorite color information.

Additional Information

MOHAMMAD MANIR HUSAIN  
SENIOR PRINCIPAL OFFICER

Favourite Color\*

 Save

## HRM > Employees > Find

Using this page, you can find employee information. You can search by gender, religion, blood group, disability, marital status, etc. wise. First, you should set the key then set the value and then click the plus icon, and finally, click the search icon. Then you will find all the information about employees.

Reporting Section

« Back

Select Value For Query

Key	Select
Value	<ul style="list-style-type: none"><li>Select</li><li>Gender</li><li>Religion</li><li>Blood Group</li><li>Disability</li><li>Marital Status</li><li>Freedom Fighter</li><li>Nature of Recruteement</li><li>Joining Designation</li><li>Current Designation</li><li>Home District</li><li>Division</li><li>District</li><li>Thana/Upazila</li><li>Degree</li><li>Group/Subject</li><li>Board/University/Institution</li><li>Language</li><li>Travel Country</li><li>License Category</li></ul>

Date Range For Query

Key	Select
Date From	From Date To To Date
+	

Search

Reporting Section

Image Employee

Designation Mobile Number Email Address (Office)

Reporting Section

« Back

Select Value For Query

Key	Select
Value	<ul style="list-style-type: none"><li>+</li></ul>

Date Range For Query

Key	Date of Confirmation
Date From	03-Sep-1965 To 29-Sep-2021
+	

Search

Reporting Section

## Reporting Section

[Back](#)

## Select Value For Query

Key	Select
Value	<input type="text"/>
<a href="#"></a>	

## Date Range For Query

Key	Select
Date From	<input type="text"/>
To	<input type="text"/>
<a href="#"></a>	



Search

DateofConfirmation=03-Sep-1965=29-Se



Click on the Excel, CSV, and Print button you will get a excel or CSV or print page of this report.



## Reporting Section

Show 10 entries

[!\[\]\(9a54f6484b79ff907934e96adcb61c19\_img.jpg\)](#)
[!\[\]\(6e1978d94c3f179d81b9189b5d65c06e\_img.jpg\)](#)
[!\[\]\(052d315b4670677e5abcfd5a63a0cb76\_img.jpg\)](#)

Search:

Image	Employee Id	Name	Current Designation	Mobile Number	Email Address (Office)
	4000	ASDFASDF		01699887766	asfdads@gfg.com
	2666	Kazi Alamgir	MANAGING DIRECTOR		
	2591	Md. Shah Alam Palash	SENIOR OFFICER (IT)		
	2593	Mina	SENIOR OFFICER (IT)		
	2589	Md.	SENIOR OFFICER (IT)		2589@gmail.com



## HRM > Employees > Update Request

This button is only for admin. If an employee edited or updated their profile, the name of the employee showing here. Click On the edit button, the admin can see where an employee edited their info.

Employee Who Updated their profile						
Sl	Employee Id	Employee Name	Designation	Mobile No.	Email Address	Action
1	2071	Mohammad Manir Husain			a@gmail.com	
2	2321	Sabrina Chowdhury Dooty		01745263121	mehedihasan9339@gmail.com	
3	2211	Md. Reazul Islam			reazul.islam@bdbl.com.bd	
4	2791	Hasnat Mohammd Tipu				
5	4000	ASDFASDF			asfdads@gfg.com	
6	3001	MD. JAMRUL KAMRUL			asfdads@gfg.com	

Create/Edited profile:

Employee's Personal Information
 Back

Employee Id : 2071  
 Employee Name : Mohammad Manir Husain  
 Designation : SENIOR PRINCIPAL OFFICER  
 Contact : 01726590127  
 Email : a@gmail.com  
 Present Posting : Agrabad Branch

You have to change photo after 5 years 0 months and 0 days

Print

Personal Info

Employment Info

Posting Info

Address

Spouse

Children

Emergency Contact

Nominee

Insurance

Educational Info

Prof. Qualification

Other Qualification

Training History

Transfer History

Promotion History

PMS History

Disciplinary Action

Supervisor

Driving License

Passport

Travel

Membership

Reward

Publication

Employee/ACRLog/Index/1954

Other Activities

Bank Accounts

B Office Item

Emp. History

Freedom Fighter

## HRM > Employees > Report

In this page, All Hr reports can be found, select any type of report and click on print button.

HR Report

Report By \*

Please Select Report Type

- Manpower by Gender-group
- Department Wise List of Officers
- Office Wise List of Officers
- Division Wise List of Officers
- CSR Reporting on gender equity issues**
- Vacancy Summary Report

**CSR Reporting on gender equity issues**

1 / 1 | - 100% + | ☰

Print at: 11-Sep-2021 17:30:20

**BANGLADESH DEVELOPMENT BANK LIMITED**  
HEAD OFFICE : DHAKA  
**HUMAN RESOURCE MANAGEMENT DEPARTMENT**  
**Manpower by Age Group (Regular and Contractual)**



Particulars	11-09-2020	11-03-2021	Difference	11-09-2021	Difference
Male	445	459	14	459	0
Regular	371	385	14	385	0
Contractual Male	0	0	0	0	0
<b>Sub-total of Male</b>	<b>816</b>	<b>844</b>		<b>844</b>	
Female	100	100	0	101	1
Regular	78	78	0	79	1
Contractual Female	0	0	0	0	0
<b>Sub-total of Female</b>	<b>178</b>	<b>178</b>		<b>180</b>	
<b>Grand Total</b>	<b>994</b>	<b>1022</b>	<b>28</b>	<b>1024</b>	<b>2</b>

## HRM > Employees > ID Card

On this page write any letter, select any employee name. Click Generate pdf button, you will get details information about id. You can download this page.

Generate Id Card « Back

Employee Name\*  Generate PDF

- Mohammad Manir Husain - 2071
- Nesad Jesmin - 2424
- Sourav Chowdhury - 2459
- Md. Arif Hassain - 2551
- Rajesh Chandra Das - 2553
- Md. Elias - 2555
- Partha Sarathi Das - 2371
- Ashis Kumar Gosh - 1462
- Sk. Mohammad Ali - 1972
- MRS. NURJAHAN BEGUM - 1660
- Md. Nurul Islam - 1838
- A. K. M. Golam Rasul - 1757
- Md. Golam Sarwar - 1728

1 / 1 | - 75% + ⌂ ⌃ ⌄ ⌅ ⌆

 বাংলাদেশ ডেভেলপমেন্ট ব্যাংক লিঃ  
৮, রাজউক এভিনিউ, ঢাকা - 1000, বাংলাদেশ



যাত্রিগত তথ্য	
আইডি নং	১০৭৫
নাম:	
পিতার নাম:	
মাতার নাম:	
মাসী/জ্ঞান নাম:	৮
ফোন নম্বর:	০১৭২৬৭৯১২৩৪
অবস্থা ঘোষণা:	
এনআইডি নম্বর:	১৫৭৬৫৪৩২০৯৭৮৬৫৬
রচের শ্রেণি:	A+
জন্ম তারিখ:	১১/০৯/১৯৭৮
ইম্বু তারিখ:	১৫/০৩/২০২৫

স্থায়ী ঠিকানা:	
প্রাথ :	
পেট অফিস :	

## HRM > Employees > Appreciation

On this page, an admin can download an appreciation letter and then selected an employee name and add the download attachment. Admin can Save the information of employees who got the appreciation letter and can delete this information from the table.

### Appreciation Letter

Download Back

Employee Name \*

Designation

Department  Date 11-Sep-2021

Select File \*  Choose File No file chosen

Save

### Appreciation Letter Information

Show 10 entries Excel CSV Print Search:

Employee Name	Designation	Department	Date	Attachment	Action
2321 - Sabrina Chowdhury Dooty	SENIOR PRINCIPAL OFFICER	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	11-Sep-2021	<a href="#">Click Here</a>	

Showing 1 to 1 of 1 entries Previous 1 Next

## HRM > Employees > Experience

On this page, you can download an experience letter and then selected an employee name and add the download attachment. You can Save the information of employees who got the appreciation letter and can delete this information from the table.

Experience Letter

Download Back

Employee Name *	Anuprokash Das - 2467	Designation	SENIOR OFFICER
Department	REAL ESTATE DEPARTMENT	Date	11-Sep-2021
Attachment *	 PDF <input type="button" value="Choose File"/> ExperienceLetterPdf.pdf	<span style="float: right;">Save</span>	

Experience Letter Information

Show 10 entries Excel CSV Print Search:

Employee Name	Designation	Department	File	Action
Anuprokash Das	SENIOR OFFICER	REAL ESTATE DEPARTMENT	<a href="#">Click Here</a>	
Progga Tanjeen	PRINCIPAL OFFICER	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	<a href="#">Click Here</a>	
Sabrina Chowdhury Dooty	SENIOR PRINCIPAL OFFICER	INFORMATION TECHNOLOGY SYSTEM DEPARTMENT	<a href="#">Click Here</a>	

Showing 1 to 3 of 3 entries Previous 1 Next

## HRM > Employees > PIMS

When General user click on the employee list button, he/she will see this page. On this page, (1) he/she can add new information, update existing information. He/she can see the details view (2), the details view of CV format (3).

The screenshot shows a user interface for managing employee personal information. At the top left is the title "Employee's Personal Information". At the top right is a blue button labeled "Back". The main area features a large, rounded rectangular card with a light orange background. Inside the card, there is a circular profile icon with a white silhouette of a person. Below the icon is the number "2404". Underneath "2404" is the name "Regent Mahmud Sania". Below the name is the text "KERANIGANJ BRANCH". Below that is "SENIOR PRINCIPAL OFFICER". At the bottom of the card is a horizontal bar divided into three colored segments: green, grey, and blue. Each segment contains a white icon: an eye, an info symbol (i), and a clipboard.

## HRM > Employees > PIMS

On this page, an admin can find an employee information search by --employee name, department, blood group, Gender, office mobile.

### Peer Search

[« Back](#)

Search.....Employee Name/Department/Blood Group/Marital Status/Gender/Office Mobile [Search](#)

Image	Employee Name	Designation	Present Posting	Email	Mobile Number(Office)
-------	---------------	-------------	-----------------	-------	-----------------------

### Peer Search

[« Back](#)

Search: naz [Search](#)

Show 10 entries [Excel](#) [CSV](#) [Print](#)  Search:

Image	Employee Name	Designation	Present Posting	Email	Mobile Number(Office)
	Naznun Nahar	OFFICER	Sylhet Branch	N/A	N/A
	Farha Naznin	SENIOR PRINCIPAL OFFICER	MIS & Research Dept.	farha.naznin@bdbl.com.bd	N/A
	Suria Naznin	OFFICER	Karwanbazar Branch	N/A	N/A
	Nazneen Islam	ASSISTANT GENERAL MANAGER	Central Accounts Dept.	2084@gmail.com	N/A

## HRM > Employees > Takeover

On this page, drop down data will show from master data handover. An admin will set handover takeover task. Admin also can update and delete this.

### Handover Takeover Infomarion

<< Back

Handover-Takeover*	Select Select Sabrina Chowdhury Dooty - Progga Tanjeen Sabrina Chowdhury Dooty - Progga Tanjeen Progga Tanjeen - Sabrina Chowdhury Dooty	Task Name *	
Task Details		Comments	
Attachment	 Choose File No file chosen		
<span style="float: right;">Save</span>			

### All Handover Takeover Tasks

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Handover Employee Name	Takeover Employee Name	Task Name	Task Details	Comments	Attachment	Action
Progga Tanjeen	Sabrina Chowdhury Dooty	management	management		<a href="#">Click Here</a>	 
Sabrina Chowdhury Dooty	Progga Tanjeen	Test 1	Details 1	Test		 
Sabrina Chowdhury Dooty	Progga Tanjeen	management	management		<a href="#">Click Here</a>	 

Showing 1 to 3 of 3 entries Previous 1 Next

## HRM > Employees > HT maintain

On this page, Handover data will show, if you click the take button the tasks will handover to you.

Handover Takeover Tasks « Back

Show 10 entries 10 entries Excel CSV Print Search:

Handover Employee Name	Task Name	Task Details	Status	Action
Progga Tanjeen	management	management	Ongoing	<span style="border: 1px solid #0070C0; color: white; padding: 2px 5px; background-color: #0070C0;">Take</span>

Showing 1 to 1 of 1 entries Previous 1 Next

## HRM > Employees > Event Duty

On this page, if you have any special duties, you can save them here. You can update and delete this information from the table.

### Special Event Duty Information

[« Back](#)

Event Duty Name *	Select	Employee Name
From Date		Department
To Date		Designation
Location		

[Save](#)

---

### All Special Event duties

Show 10 entries	<a href="#">Excel</a>	<a href="#">CSV</a>	<a href="#">Print</a>	Search:	
Event Duty Name	Employee Name	From Date	To Date	location	Action
Event	Sabrina Chowdhury Dooty (2321)	01-Sep-2021	30-Sep-2021	Dhaka	<a href="#"></a> <a href="#"></a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

## HRM > Employees > Death Record

On this page, if any employee is accidentally or normally dead, Admin can save this information, and delete these records from a table.

### Employee Death Records

[« Back](#)

Employee Name \*

Designation

Department

Date

Reason

[Save](#)

### Employee Death Records

Show 10 entries [Excel](#) [CSV](#) [Print](#) Search:

Employee Name	Designation	Department	Date	Reason	Action
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)