



**ROYAL GOVERNMENT OF BHUTAN**

**Human Resource Development Section  
Human Resource Division  
Ministry of Education  
Thimphu: Bhutan**

MoE/HRD-HRDS/18/2008/ 5324

**All Dzongkhag Education Officer**

**May 27, 2009**

**Sub: Revised version of Personal Information Form**

Sir/Madam,

This is in continuation to our letter no. MoE/HRD-HRDS/18/2008/1731 dated October 6, 2008 regarding the collection of personal information of the education officials from the field. The last date of submission of the personal information form was November 15, 2008. However, we have not received from some of the schools till date. In this regard, we have already started entering the data in the EMIS of the ones we have received. Therefore, we request you to once again remind the Principals and teachers of your Dzongkhag to use the revised form, in case if they have not submitted their personal information form to us. Please find attached a copy of revised Personal Information Form.

Therefore, we request you to circulate enough copies of the revised form to all the schools under your jurisdiction. Kindly ensure that you submit the filled forms latest by June 30, 2009 to enable us to activate our EMIS faster.

Kindly consider this on a **PRIORITY BASIS**.

Thanking You,

Yours Sincerely,

(Sonam Wangyel)  
Chief HR Officer

- Cc: 1. Hon'ble Secretary, Ministry of Education for kind information.  
2. The Director, DSE, for kind information.  
3. Office copy.

## Personal Information

### 1. Bio Data and Contact Information

Working Organization: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Last Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Address and Citizenship for Nationals:*

Nationality: \_\_\_\_\_

New Citizenship ID: \_\_\_\_\_

Old Citizenship ID: \_\_\_\_\_

Dzongkhag: \_\_\_\_\_

Gewog: \_\_\_\_\_

Village: \_\_\_\_\_

Thram Number: \_\_\_\_\_

House Number: \_\_\_\_\_

*Address and Citizenship For Non-Nationals:*

Nationality: \_\_\_\_\_

Citizenship ID: \_\_\_\_\_

Work permit Number: \_\_\_\_\_

*Permanent Address Aboard:*

### 2. Initial Appointment Details

Type of service (Please Tick): Contract national/Regular/Contract Expat

Employee ID Number: \_\_\_\_\_

Date of Initial Appointment in Ministry of Education: \_\_\_\_\_

Date of Initial Appointment in RGoB: \_\_\_\_\_

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

Initial Designation \_\_\_\_\_

Initial Cadre \_\_\_\_\_

Initial Grade \_\_\_\_\_

Initial Position Title \_\_\_\_\_

Initial Position Level & Initial Position Sub level: \_\_\_\_\_

*For Contract Employee*

Start Contract date: \_\_\_\_\_

End Contract Date: \_\_\_\_\_

**3. Transfer details/place of posting Starting with Current**

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

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

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

**5. For Contract Employee**

Extension Date	Contract Extension Start Date	Contract Extension Start Date





**7. Relative details**

<b>Relation</b>	<b>Name</b>	<b>Date Of Birth</b>	<b>New CID</b>	<b>Permanent Address Dzongkhag, Gewog &amp; Village</b>	<b>Address Aboard</b>

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

**Signature of Employee**

**Date:**

**Signature of Supervisor**

**Date:**