

All Employee Information Entry Form

GeoLocation	(*) Asterisk Field Must be Fill-Up		
Division/Section	Khulna	District/Section	Meherpur
		Upazila/Section	Mujibnagar

1

Total Employee Information List

2

3

SL	Staff ID	Name (*)	Designation	Division	District	Upazila	Union	Join Date (*)	Basic Salary (*)	Grade
1	301003005154	MD. RABEUL ISLAM	NAJIR CUM CASHIER	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
2	301003005155	MD. MONIRUL ISLAM	CERTIFICATE PESKER	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
3	301003005156	MD. HAMIDUL ISLAM	CERTIFICATE PESKER	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
4	301003005157	MD. ABDUL LATIF	ADDITIONAL LAND ACQI	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
5	301003005158	MD. FIRATUL ISLAM	MLSS	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
6	301003005159	MD. ABDUR ROHIM	UNION LAND ASSISTANT	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
7	301003005160	MD. SAYEEDUR RAHMAN	UNION LAND ASSISTANT	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
8	301003005161	MD. BADRUZZAMAN	UNION LAND ASSISTANT	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
9	301003005162	MD. HABIBUR RAHMAN	UNION LAND ASSISTANT	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
10	301003005163	MD. ABDUR RAZZAK	UNION LAND ASSISTANT	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
11	301003005164	MD JAMAT ALI	MLSS	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
12	301003005165	MD. EARFAN ALI	MLSS	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
13	301003005166	MD. SAZZADUL ALAM	MLSS	Khulna	Meherpur	Mujibnagar	Select Union	1970-01-01	0	I
				Submit						

When open this form at first select **division** from the dropdown option then will get the **districts** under the selected **division** and finally select the **upazila** which are also under the selected **district** then will get the employee list under the selected **division, district and upazila**.

1. **Division:** At first select **division** from the dropdown option.
2. **District:** Select the **district** which are under the selected **division**.
3. **Upazila:** Select the **upazila** which are also under the selected **district**.
4. **Name:** If want to do correction of the given fields then can do. Only staff ID field cannot be edited, for example: Staff ID no-301003005154, Name MD. RABIUL ISLAM. Now if want to change or edit name then click on name column and correction name.
5. **Designation:** With the same procedure if want to change designation then click designation column dropdown option and select one.
6. **Division:** If want to change or edit any employee from one place to another then just change from the dropdown list of division then select one.
7. **District:** When select the division then automatically the entire district under the selected division show the district column list just select any one.
8. **Upazila:** With the same system can change upazila name.
9. **Union:** With the same system can change union name.
10. **Join Date:** Can change or edit join date by following date format which will like this. MM-DD-YYYY (09-01-2015).
11. **Basic Salary:** Just click the column against id or name and fill up basic salary such as 12000.
12. **Grade:** Can change or edit grade from the option dropdown list against r id/name.

After completing the whole process just click submit button and then the given fields (Name, Designation, Division, District, Upazila, Union, Join Date, Basic Salary and Grade) will be updated.