

**Blank Performa on Carrier Planning System**

**Department Information:**

Employee No :			
CCIT/DGIT Region :		CIT/DIT Charge	
Hqrs/ Range:		Station :	
Designation :		Date of Joining in Department	
Appointment on Present Post :		Civil List / Seniority No :	
Duration of stay on Present Station :		Years :	Months :

**Employee's Basic Information :**

Title / Name :		Date of Birth :	
Category :		Qualification :	
Address :		City :	
Phone : (Code / Office)		Phone : (Residence)	
Mobile :		Email :	
Computer Knowledge :	Yes / No	Physical Handicapped :	Yes / No

**Departmental Examination Passed :**

1) Examination :		1) Date of Passing :	
2) Examination :		2) Date of Passing :	
3) Examination :		3) Date of Passing :	

**Preference for Places of Posting (*if transferred out*) :**

1) Station Choice :		Reason 1 :	
2) Station Choice :		Reason 2 :	
3) Station Choice :		Reason 3 :	

**Posting Details (From the Date of Joining to till date)**

Fin. Year	Office of Posting	Designation	Station of Posting	Assigned Duties	Asstt / Non Asstt	Joining Date	Relev. Date