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 :		Phone :	
(Code / Office)		(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)

F.Y.	Office of Posting	Designation	Station Of Posting	Assigned Duties	Asstt/ Non Asstt	Joining Date	Releving Date