

New Registration Profile Update **Employee's Basic Information :**

Title / Name :		Date of Birth :	
Category (Gen/EWS/OBC/SC/ST):		Whether Ex-servicemen (Yes/No) :	
Whether PH (Yes/No): If, yes, whether OH/HH/VH/Multiple:		Qualification :	
Father's Name :		Gender :	
Address :		Hometown :	
Mobile :		Email :	
Physical Handicapped :	Yes / No	Home State :	

Department Information :

Employee No. :			
CCIT/DGIT :		CIT/DIT Charge	
Hqrs/ Range:		Station :	
Circle/Ward :		Joining on Present Station :	
Current Designation :		Date of Appointment on Present Post:	
Initial Recruitment as: (Designation)		Mode of Recruitment: (SSC/Compassionate/ICT/Loan /Sports/Absorption/Others)	
Date of joining in the Department/ NWR:		Civil List / Seniority No :	
Need Transfer:	Yes / No	State Allocated (for MTS only):	
Duration of stay on Present Station :		Years :	Months :

Departmental Examination Passed :

1) Examination : ITO	Date of Passing :
2) Examination : ITI	Date of Passing :
3) Examination : Sr.TA	Date of Passing :
4) Examination : TA	Date of Passing :

Preference for Places of Posting (if transferred out) :

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

Declaration by the DDO

It is hereby certified that I have carefully verified the service particulars and posting details of Sh/Smt/Ms _____, Civil Code/ Employee Id: _____ posted as _____ in the charge of _____ from the service book. It is also certified that the joining & relieving dates are correctly mentioned against each and every posting of the Officer/Official mentioned in her/his profile and all the pages of profile have been duly attested by the undersigned.

Date :

(Attested by the DDO)