



Form 3 - Form for addition to Employee Master of Daksh

(Data of a large number of employees of the Department is already available in Daksh. Use this form to request the staff responsible for managing Master Data of Daksh in DTRTI to add a new ITD employee in Daksh)

Employee Code																																									
Employee Name																																									
Date of Birth																																									
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>																																								
Category	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN <input type="checkbox"/> Differently Abled <input type="checkbox"/>																																								
Mobile No.(Official)																																									
Email (Only Name Based Official Email)																																									
CCIT-CCA region/Attached Directorate of CBDT																																									
Location of CCIT/DGIT																																									
Location of PCIT/ADG																																									
City Where Posted																																									
Current Post Name (Without City)																																									
Grade/Level (Please tick mark)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>PCCIT</td> <td>ITO</td> <td>Sr PS</td> <td>Dir OL</td> <td>Dir Sys</td> </tr> <tr> <td>CCIT</td> <td>ITI</td> <td>PS</td> <td>Addl Dir OL</td> <td>Addl Dir Sys</td> </tr> <tr> <td>PCIT</td> <td>EA</td> <td>AO-I</td> <td>JD OL</td> <td>JD Sys</td> </tr> <tr> <td>CIT</td> <td>Sr TA</td> <td>AO-II</td> <td>DD OL</td> <td>DD Sys</td> </tr> <tr> <td>Addl CIT</td> <td>TA</td> <td>AO-III</td> <td>AD OL</td> <td>AD Sys</td> </tr> <tr> <td>JCIT</td> <td>Driver</td> <td>OS</td> <td>Sr HT</td> <td>DPA</td> </tr> <tr> <td>DCIT</td> <td>NS</td> <td>SG-I</td> <td>Jr HT</td> <td></td> </tr> <tr> <td>ACIT</td> <td>MTS</td> <td>SG-II</td> <td></td> <td></td> </tr> </table>	PCCIT	ITO	Sr PS	Dir OL	Dir Sys	CCIT	ITI	PS	Addl Dir OL	Addl Dir Sys	PCIT	EA	AO-I	JD OL	JD Sys	CIT	Sr TA	AO-II	DD OL	DD Sys	Addl CIT	TA	AO-III	AD OL	AD Sys	JCIT	Driver	OS	Sr HT	DPA	DCIT	NS	SG-I	Jr HT		ACIT	MTS	SG-II		
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Addl CIT	TA	AO-III	AD OL	AD Sys																																					
JCIT	Driver	OS	Sr HT	DPA																																					
DCIT	NS	SG-I	Jr HT																																						
ACIT	MTS	SG-II																																							

Signature of the Participant/Course Staff

Course Director/ACD

Addl. Director

Daksh Master Data Manager