

To,

1. The ZO (PD)
2. The DPDO
3. All section in M.O EDP

Sub. - Forwarding of Nominal roll for the year 2015-16.

The APARs for the year 2015-16 are due in March 2016. In this context it is requested to forward the nominal roll of AAOs and GP-C (including MTS staffs) employees of your office/section as per posting strength on **01/01/2016**.

2. The individual wise nominal roll may please be forwarded to AN-IV section of this office as per Performa shown below, latest by **10th Jan.2016** without delay, so as blank APARs could be provided on prescribed time schedule.
3. Before submission the nominal roll it may be ensured that no column of the Performa is left blank.
4. Time frame may please be adhered to strictly otherwise this section will not be held responsible for complications, if arises due to delay submission of the said information's.
Please acknowledge receipt.

Sl. No	Name, Grade and A/C.No.	Date of Birth	Category SC/ST/OBC General	Pay Band with Grade Pay under reporting year	Date of serving in present office (If the date of serving the present office falls, after 01/04/2015, and then details of previous offices and serving period from 01/04/2015 to the date of reliving may also be mentioned.)
1	2	3	4	5	6

Date of Continuous apptt. in the Present grade	Whether Permanent/ Ty.	Office and Section in Which employed during year under report	Details of Training Programme attended if any during year under report otherwise this coloumn may be marked as Nil.	Sig. of the individual after insuring that all aforesaid information's have been Provided correctly.
7	8	9	10	11

- sd -
(A.K. Aggarwal)
Sr. Accounts Officer (AN)

Copy to: -

- 1) The Hindi Cell - for providing a Hindi version copy of this circular on priority basis.
- 2) EDP Cell - for uploading on website


(A.K. Aggarwal)