

12
07/04/17

Confidential/Immediate

No. AN/I/1001/ACR/NR/2016-17
Office of the CDA (Army)
Meerut Cantt
Dated:- 06.04.2017

To,

1. All Sections in Main Office
2. All Sub Offices of CDA (Army) Meerut Cantt.

Sub:- Forwarding of Nominal Roll for sending APARs/MTPARs in respect of group B ((Non Gazetted) & C staff for the year 2016-17 including MTS.

As you are aware that the blank APARs/MTPARs forms for the period from 01.04.2016 to 31.03.2017 in respect of all the individuals serving in your office are to be forwarded to your office, it is requested to please forward an up to date **Nominal Roll (in duplicate)** in respect of all Group 'B' (Non Gazetted), & 'C' staff including MTS posted in your office/section as on 01-01-2017 on the proforma appended below at the earliest.

2. A certificate to the effect that names of all the individuals serving under your jurisdiction have been included in the Nominal Roll and no name has been left out may also be furnished.

3. A separate Nominal Roll of the individuals who have served for more than 3 months under your office but have been posted out before 01-01-2017 may also be furnished. The period for which they have served under your control may also be intimated interalia stating whether or not any MTCR for the period 01-04-2016 to 31-12-2016 has already been written in respect of each individual. NIL report is also required.

4. Cases in which MTPARs have not been written and reporting officers/reviewing officers have been transferred out, their full particulars may invariably be furnished against each affected individual as per proforma -II. This would facilitate reference to the reporting/reviewing officers concerned.

For ALAOs/AOs BSO and AOs GE(Where AO/SAO has not been posted only): -

The requisite Nominal Rolls (in duplicate) of the staff serving under you may be sent to this office through the respective LAO/RAO concerned for further necessary action.

PROFORMA-I

Sl. No.	Name Grade & A/c No.	Date of Birth	Whether belongs to SC/ST	Date from which serving in the office/section	Date from which serving in the present grade
1	2	3	4	5	6

PROFORMA-II

Sl. No.	Name, Grade & A/c No.	Name of Reporting officer	Date of transfer of the individual	Name of the Reviewing officer	Name of sec./office Where the individual has been transferred	Office to which reporting/reviewing officer has been transferred
1	2	3	4	5	6	7

This may please be accorded Top-Priority
Please acknowledge receipt.


(Anarjeet)
Sr. Accounts Officer (AN)

Copy to
✓ O A cell —
(dial)

for uploading on website.

(Sd/-)
S A