

File No. A-29011/01/2016-E.II
GOVERNMENT OF INDIA
MINISTRY OF ROAD TRANSPORT & HIGHWAYS
ESTABLISHMENT-II SECTION

New Delhi the 29th , June 2016

OFFICE MEMORANDUM

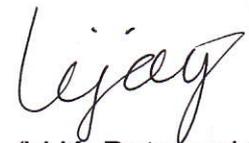
Subject:- Annual Increment for the year-2016

The undersigned is directed to say that the Annual Increment for the year 2016 is due w.e.f. 1st July 2016 for which details regarding presence of employees on 1.7.2016 are required.

2.All CES(R) officers are therefore requested to provide details about their leave on w.e.f. 1.7.2016 in the following pro-forma :-

1. Name of officer, Designation :-
2. Kind of leave (on 1.7 2016) , if any :-
3. Period of leave :-
4. Proposed date of Joining :-

3. This may be kindly be treated as most immediate.



(V.K. Patnayak)

Under Secretary to the Govt. of India

Tel:-23739250

To,

All CES (R)Officers