

URGENT

Telephone: 2721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram- 10

No. 7839/D2-Est/2012/NCC

04 Jun 2012

NCC Group Headquarters

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(NCC Dte & All NCC Group Headquarters)

PREPARATION OF SENIORITY LIST

1. Attached please find a proforma seeking details of all employees of your office for preparation / updation of seniority list. You are requested to direct units under you to fill up all the columns in the attached proforma with signature of the incumbent , and forward the same to this Directorate before 30th June positively.
2. Separate proforma may be used for each category of post. Heads of office are requested to bestow personal attention to ensure the correctness of the details furnished.
3. This may be treated as **URGENT**.


(**Lekha.S**)
Administrative Officer
for Deputy Director General NCC

Encl : As above.

Vinod/-07.06 (03)

PARTICULARES FOR PREPARATION OF SENIORITY LIST

UNIT : CATEGORY

(USE SEPARATE SHEETS FOR EACH CATEGORY)

Ser No	Name of incumbent	Designation	Date of Birth	Academic Qualifications	Departmental Qualifications with moth & year of exam	Date of Advice (Go No & date in case of CES)	Mode of appointment (By PSC/CES/ Others specify)	Date of Joining	Date of commencement of continuous Service	Date of Regularization	Date of Declaration of Probation	Date of Promotion In each post	DRB / Dist of option	Details of Inter Distt Transfer / Inter Dept Transfer if any	Details of LWA/ Deputation with date as pr KSR Part I, Appx XII A , B & C	Signature of incumbent
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																
5																
6																
7																
8																

Certified that the above details have been verified with original Service documents and found correct

Signature of JS / Manager (with date)

(Office seal)

(Signature of Commanding Officer / Group Commander (with date)