

No.I-11034/1/2007-Genl. (Vol-II)
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhawan, Sansad Marg
New Delhi, Dated: 16.11.2016


OFFICE MEMORANDUM

Sub: Republic Day Celebrations, 2017 - Issue of Invitation cards.

The undersigned is directed to refer to the letter no. 1(I)/9/2016/D (Ceremonials) dated 23rd September, 2016 and to say that Ministry of Defence is compiling a list of invitees of the rank of Under Secretary and above and equivalent in the Government Offices, who are willing to participate in the Republic Day Parade and the Beating Retreat Ceremony, 2017.

Ministry of Defence has prescribed formats to enable them to prepare and issue invitation cards to the entitled officers. A copy of the format is enclosed herewith. It is requested that each officer of the rank of Under Secretary and above and equivalent who is willing to participate, may fill in the format and send the same to the General Section latest by 25th November, 2016 so that the complete information may be sent to the Ministry of Defence well in time.

The format should be filled in both in Hindi and English and made available in quadruplicate.


(Sunder Singh)

Under Secretary to the Government of India.

To:

1. All the officers of the rank of Under Secretary and above, MoSPI.
2. National Statistical Commission Secretariat.
3. Director, Computer Centre, R.K. Puram, New Delhi with a request to upload the same to the official website of this Ministry.
4. Note Board.



प्रपत्र

(अवर सचिव तथा उससे उच्च अधिकारियों के संबंध में)
(चार प्रतियों में प्रस्तुत करें)

मंत्रालय/विभाग.....

कार्यालय का पूरा पता एवं स्थान.....

कार्यालय

पदनाम	नाम	इस ग्रेड में निरंतर नियुक्ति की तारीख (*) एवं टेबल ऑफ प्रेसिडेंस में स्थान (अनुच्छेद नं.)	वेतनमान			तैनाती के स्थान सहित कार्यालय का पता	विवाहित/ अविवाहित	आवासीय पता	क्या राजपथ के उत्तर अथवा दक्षिण में बैठेंगे (**)
			संशोधित वेतन बैंड	वेतन बैंड में वेतन	ग्रेड वेतन				
1	2	3	4	5	6	7	8	9	10

* यह केवल भारत सरकार के सचिव तथा उनके समकक्ष और इससे ऊपर के रैंक के अधिकारियों के संबंध में अपेक्षित है। ऐसे सभी व्यक्तियों के संबंध में जानकारी अर्थात् उनका नाम, पदनाम, वेतन, टेबल ऑफ प्रेसिडेंस में आने की तिथि तथा अनुच्छेद संख्या गृह मंत्रालय (पब्लिक अनुभाग) को भी भेजी जाए जिस से वे टेबल ऑफ प्रेसिडेंस में वरीयता/अनुच्छेद के अनुसार सत्यापति लिस्ट बनाकर रक्षा मंत्रालय को उपलब्ध करा सकें।

** खाली न छोड़ा जाए।

सूची भेजने वाले अधिकारी के हस्ताक्षर

नाम (स्पष्ट अक्षरों में).....

पदनाम.....

कार्यालय पता.....

दूरभाष सं:

(कार्यालय).....(आवास).....

PROFORMA
(In respect of under Secretaries and above)
(To be furnished in quadruplicate)

Ministry/Deptt. Full address & location of office

Office

Designation	Name	Date of continuous appointment in the grade (*) & place in the TOP (Article No.)	Scale of Pay (Rs.)			Official address showing the place of posting	Married/Unmarried	Residential Address	Would opt to sit on North or South of Rajpath(**)
			Revised pay band	Pay in the pay band	Grade Pay				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
<p>* This is required in respect of officers of the rank of Secretaries to the Govt. of India, their equivalent and above. The details of such persons, i.e., name, designation, scale of pay/pay, Article No. and date of entry into the article of Table of Precedence may please also be furnished to MHA(Public Section) simultaneously to enable them to issue authenticated list of persons as per their position in the Table of Precedence, which will be the base for making seating arrangements.</p> <p>** Should not be left unfilled.</p>						<p>(Signature of the officer forwarding the list)</p> <p>Name (in Block letters):.....</p> <p>Designation:.....</p> <p>Office Address:.....</p> <p>Tel.No. (Office)..... (Res).....</p>			