

कार्यालय रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली कैंट-10
ULAN BATAR ROAD, PALAM, DELHI CANTT-10

No. AN/XI/11401/SCF/2014

Date: 27/11/2013

To

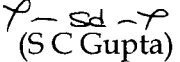
The PCA (Fys) Kolkata.
The Pr CDA _____
The CDA _____

Subject: Adjudication report for promotion of MTS to the grade of Clerks on Seniority cum fitness basis.

Reference: HQrs letter No. AN/XI/11401/SCF/2011 Dated: 19/09/2011


PCsDA/CsDA are requested to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted upto 31/12/2000), for consideration of their promotion to the grade of Clerk based on the ACRs/APARs for the years 2010-11, 2011-12 & 2012-13. As such, Adjudication report along with the DPC Proceedings in respect of individuals may be forwarded in the enclosed Proforma(Annexure) so as to reach this HQrs office latest by 01/01/2014. The same may also be sent in Compact Disc (CD) in MS Excel format (DD/MM/YYYY).

2. Nil report is also required.
3. Please acknowledge receipt.


(S C Gupta)
For CGDA

Copy to:

1. AN-IV Section (local): For similar action w.r. t above.
- ✓ 2. EDP Section: For uploading on the website


(S C Gupta)
Accounts Officer(AN)

(ANNEXURE)
PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF MTS(erstwhile Record Clerk)
TO THE GRADE OF CLERK (ON Seniority-cum -fitness basis)

Sl. No.	Name, Grade and A/C No.	Organisation	Date of Birth	Date of offer of Appointment	Date of appointment as Group 'D'	Date of Promotion as Record Clerk
1	2	3	4	5	6	7

Whether UR/SC/ ST	Whether physically handicapped viz. OH, VH or Hearing.	Classification of ACRs/APARs	Recommendations of DPC	Whether Typing test Passed	Whether Exempted From Typing test due to attaining 45 years of age	Remarks
8	9	10	11	12	13	14

Certified that: -

1. The individual is not related to any member of DPC.
2. No Disciplinary/Vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in HQ. Office Circulars No. 0636/AN-D-IV dated 22.08.73 and 0632/AN/F dated 04.12.73 & AN/XI/11060/I/Vol.IV dated 18.09.89 have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

P.C.D.A/C.D.A.