



“हरकामदेशकेनाम”
रक्षालेखामहानियंत्रक

उलानबटाररोड, पालम, दिल्लीछावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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No. AN/II/2151/DPC/PS to SPS/2023

Date: 13th January, 2023.

To

**The PCsDA / PCA (Fys.) / CsDA/ Admin-IV Section (Local)
(Concerned)**

Subject: DPC for promotion of Private Secretary to the grade of Senior Private Secretary against the vacancy year 2023.

A proposal to convene a DPC for promotion of eligible Private Secretary to the grade of Sr. Private Secretary against the vacancy year 2023 is under consideration in this HQrs office. A panel of eligible Private Secretary is required to be prepared on the basis of anticipated vacancies in Sr. Private Secretary Grade during the vacancy year 2023.

2. Accordingly, it is requested that APAR dossiers containing APARs/MTPARs for the period 2016-17 to 2020-21 along with requisite information/certificates as per the formats enclosed as Annexure 'B' to 'F' to this circular, in respect of Private Secretary serving under your organization, who have completed 2 years of Service as on 01.01.2023, may be forwarded to this HQrs office at the earliest so that the same may reach this HQrs Office on or before **31.01.2023**.

3. While forwarding the dossiers and DPC related documents / information it may be ensured that the requisite information / documents have been provided strictly as per the instructions containing in proforma of Annexures B to F. In addition, the following aspects may also be ensured while forwarding the APAR Dossiers –

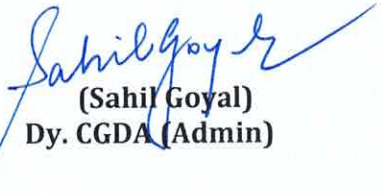
- (i) The dossiers are duly page numbered and complete in all respects
- (ii) Each APAR is duly flagged indicating the year
- (iii) If there is no APAR for full or any part of the year, the NRC (No Report Certificate) duly signed and stamp by GO (AN) is placed in the dossier
- (iv) In the absence of reports for the full year(s), equal number of reports

Contd. to P/2.....

pertaining to the preceding years should be placed in the dossiers to ensure that at least five years' reports are available for consideration by the DPC.

(v) The aforesaid 5 years' APARs may please be scrutinized and ensure that Integrity Column has not been inadvertently left Blank and the same has been filled in terms of DoP&T OM no. 21011/27/2015-Estt. (A-II) dated 11.02.2016.

(vi) A completion certificate by the GO (AN) that the APARs of reckonable period has been checked and is complete in all respect.


(Sahil Goyal)
Dy. CGDA (Admin)

Annexure "B"

CERTIFICATE

This is to certify that the APARs for the year 2016-17 and onwards (and also the NO APAR/MTPAR certificate, if any, during the above years) in respect of the under mentioned Private Secretary who is in the consideration zone for promotion to the grade of Sr. Private Secretary for the vacancy year 2023, have been communicated to the officers concerned.

Sl. No.	Name of the PS	2016-17	2017-18	2018-19	2019-20	2020-2021	Whether any acknowledgement received (give particulars)	Whether any representation made by the officer within prescribed time limit (Yes/No) (if yes, attach copy)	Decision on the representation (attach copies of comments of Reporting Reviewing & Accepting Officers, office Note on representation, and speaking order)
1	2	3	4	5	6	7	8	9	10
1.		Communicated	Communicated	Communicated	Communicated	Communicated			
2.		NO APAR	Communicated						

Station:

Date:

(Signature of Group Officer with seal)

Annexure "C"

(To be submitted in duplicate, duly typed, in respect of Private Secretary in the zone of consideration for promotion to the grade of SPS against the vacancy year 2023)

1.	Name of the PS (Shri/Smt./Ms.)	
2.	Male / Female	
3.	Qualification	
4.	Date of Birth	
5.	Date of Appointment	
6.	Date of promotion to PS Grade	
7.	Home Town (mention District & State)	
8.	Whether belongs to SC/ST/PwBDs (mention category)	
9.	Whether any disciplinary / criminal case is pending as on date. If so, full facts of case with present position and details to be enclosed duly mentioning the present status thereof.	
10.	Whether integrity is certified in the APARs/MTPARs for the last 5 years viz. 2016-17 to 2020-21	
11.	Whether any recorded or unrecorded warning issued to PS as reflected in the APARs and other character rolls. If so, details to be enclosed.	
12.	Whether the PS was reprimanded for indifferent work or for other causes during last 10 years (up to 31.3.2021)	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years (up to 31.3.2021) Details and results of representation of the PS	
14.	(i) Whether APAR/MTPAR 2016-17 and onwards communicated to PS (Yes/No). If any representation received against final grading/remarks in the APAR/MTPAR, then intimate final outcome. (ii) Whether APARs containing final grading which is below benchmark have been communicated, as required DOP&T letter No. 21011/1/2010-Estt. (A) dated 13.04.2010.	

15.	Classification grading of APARs for the last 5 years APARs with period	2016-17 2017-18 2018-19 2019-20 2020-21
16.	Present office of the PS (full address) with date since when serving in that office	
17.	Details of Service	As indicated below

Table 1

Sl. No.	Office and station served/serving	Section served/serving	Organization under which served/serving	Period		Total years / Months served/serving in station (s)	
				From	To	Years	Months

Table 2

Details of total service rendered at each station			
Sl. No.	Name of Station	Consolidated period of service at the station	
		Years	Months

Note: While completing table 2, it may please be kept into view that there may be different spells of service in any particular station but the whole service in each station is shown instead of showing it in different spells and one station appears once in the table.

Station:

Date:

(Signature of Group Officer with seal)

Annexure "D"

Detail of Disciplinary/Criminal cases, Penalty, etc. cases in respect of Private Secretary (PS) falling in the zone of consideration for adjudication by the DPC for promotion to SPS grade (vacancy year 2023)

Sl. No.	Name of the Private Secretary	Present Office	Brief details of the discipline/ criminal case pending or contemplated	Recorded warning/ Minor penalty imposed, if any, in last 10 years	Major/ penalty	Remarks, if any

Station:
Date:

(Signature of Group Officer with seal)

Annexure "E"

CERTIFICATE

Certified that Mr/Mrs..... Private Secretary presently serving in office of the has not been awarded any major or minor penalty and no displeasure of any superior officer or authority has been conveyed to him/her as reflected in his/her ACRs/APARs for the period from 01.04.2011 to 31.03.2021.

2. Penalty imposed, if any, is indicated (as given below):

Nature of Penalty, whether Minor/Major	-	
Penalty imposed	-	
Currency of Penalty : (i.e. From/To)	-	
Reference of Part II Office order under which notified (Enclose copy)	-	
Present Status	-	

Station:
Date:

(Signature of Group Officer with seal)

Annexure "F"

Requests/choice stations for postings on promotion in respect of the Private Secretary falling in the zone of consideration of the DPC for promotion to the grade of SPS against the vacancy year 2023:

Sl . N o.	Name of the PS	Office where serving	Three choice stations with reasons (duly supported with documents viz. medical certificate along with application of the officer indicating the reasons for the same etc.)	Recommendati on of PCDA/CDA	Remarks, if any
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1					
2					
3					
4					

(Signature of Group Officer with seal)