



## कार्यालय, रक्षा लेखा महानियंत्रक

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग, पालम, दिल्ली छावनी -110010

ULAN BATAR MARG, PALAM, DELHI CANTT.-110010



सं. AN/II/2151/DPC/PS to SPS/2020

दिनांक : 29 अप्रैल, 2020

सेवा में,

सम्बंधित र.ले.प्र.नि./प्र.ले.नि.(फै.)/र.ले.नि./क्षे.प्र.के./प्रशासन - IV (स्थानीय)

विषय : रिक्ति वर्ष 2020 के सापेक्ष निजी सचिव से ज्येष्ठ निजी सचिव के ग्रेड में प्रोन्नति हेतु विभागीय प्रोन्नति समिति (डी.पी.सी.) का गठन

रिक्ति वर्ष 2020 के सापेक्ष निजी सचिव से ज्येष्ठ निजी सचिव के ग्रेड में प्रोन्नति हेतु विभागीय प्रोन्नति समिति (डी.पी.सी.) के गठन का प्रस्ताव इस मुख्यालय कार्यालय में विचाराधीन है। इसके लिए रिक्ति वर्ष 2020 में उत्पन्न होने वाली संभावित रिक्तियों के आधार पर निजी सचिवों का एक पैनल बनाए जाने की आवश्यकता है।

2. तदनुसार, अनुरोध है कि इस परिपत्र के अनुलग्नक- A में दर्शाये गये निजी सचिवों से संबंधित अपेक्षित एपीएआर डोज़ियर (2013-14 से 2017-18) एवम अन्य संबद्ध दस्तावेज़/प्रमाण पत्र/सूचना को विहित प्रारूप (अनुलग्नक 'B' से 'F' के रूप में संलग्न) में इस मुख्यालय कार्यालय को यथाशीघ्र भिजवाएं ताकि सूचना दिनांक 29.05.2020 तक इस मुख्यालय कार्यालय अवश्य में पहुँच जाए। डोज़ियर तथा डीपीसी से संबंधित दस्तावेज़/सूचना भेजते समय यह सुनिश्चित किया जाए कि अपेक्षित सूचना/दस्तावेज़ निहित अनुदेशों के अनुसार ही उपलब्ध कराए गए हैं।

3. एपीएआर डोज़ियर और अन्य संबद्ध दस्तावेज़ के भेजने के पश्चात यदि निजी सचिव का स्थानांतरण होता है तो इसकी सूचना ई मेल द्वारा [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in) पर अविलम्ब दी जाए।


  
(अमित गुप्ता)

रक्षा लेखा वरि. उप महानियंत्रक (प्रशा.)

प्रतिलिपि -

सूचना प्रौद्योगिकी एवं प्रणाली कक्ष (स्था.)

: परिपत्र को र.ले.म.नि. की वैबसाइट पर अपलोड करने हेतु।

  
(अमित गुप्ता)

रक्षा लेखा वरि. उप महानियंत्रक (प्रशा.)



कार्यालय, रक्षा लेखा महानियंत्रक  
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ULAN BATAR MARG, PALAM, DELHI CANTT.-110010



No. AN/II/2151/DPC/PS to SPS/2020

Date : 29 April, 2020

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 2020.**


A proposal to convene a DPC for promotion of eligible Private Secretary to the grade of Sr. Private Secretary against the vacancy year 2020 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 2020.

2. Accordingly, it is requested that APAR dossiers containing APARs/MTPARs for the period 2013-14 to 2017-18 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 (listed in **Annexure-'A' enclosed**) may be forwarded to this HQrs office at the earliest so that the same may reach this HQrs. Office on or before **29.05.2020**. 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 instruction .

3. After forwarding of the requisite dossiers, information regarding transfer / change in place of posting in respect of Private Secretary concerned, if any may kindly be intimated through e-mail on [hqan2.cgda@gov.in](mailto:hqan2.cgda@gov.in) .

Copy to: -

IT & S Cell (Local) With a request to upload on CGDA website.

  
( Amit Gupta)  
Sr. Dy. CGDA (AN)

— Sd —  
( Amit Gupta)  
Sr. Dy. CGDA (AN)

**ANNEXURE - A**

Private Secretary who are likely to be in the zone of the consideration for promotion to the grade of SPS : DPC Vacancy Year-2020

Sl. No.	Name (Shri/Smt./Km)	A/c No.	DoB	CAT	DOP as PS
1.	SHEELA SHRINGARE	8329816	18.06.1963	UR	15.02.2010
2.	UMESH GARG	8316045	25.08.1961	UR	15.02.2010
3.	ANJANA DWIVEDI	8331417	05.04.1966	UR	15.02.2010
4.	NARENDRA KUMAR SHARMA	8329235	04.04.1961	UR	15.02.2010
5.	OM PRAKASH	8329665	07.08.1968	UR	15.02.2010
6.	UMA BADOLA	8329668	04.10.1963	UR	15.02.2010
7.	SUSAN THOMAS	8325393	28.05.1961	UR	17.05.2012
8.	SHIRLEY REX	8324228	06.12.1975	UR	17.05.2012

**CERTIFICATE**

This is to certify that the APARs for the year 2013-14 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 2020, have been communicated to the officers concerned .

Sl. No.	Name of the PS	2013-14	2014-15	2015-16	2016-17	2017-18	Whether any acknowledgment 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)

**(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 2020)**

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 (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. 2012-13 to 2016-17	
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 31.3.2018)	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years (up to 31.3.2018) Details and results of representation of the PS	
14.	(i) Whether APAR/MTPAR 2013-14 and onwards communicated to PS (Yes/No). If any representation received against final grading, 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	2013-14 2014-15 2015-16 2016-17 2017-18
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)

**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 2020)**

<b>Sl. No.</b>	<b>Name of the Private Secretary</b>	<b>Present Office</b>	<b>Brief details of the discipline/ criminal case pending or contemplated</b>	<b>Recorded warning/ Major/ Minor penalty imposed, if any, in last 10 years (beginning FY 2007-08)</b>	<b>Remarks, if any</b>

**Station:**  
**Date:**

(Signature of Group Officer with seal)

(To be submitted Duly Typed)

**Annexure "E"**

**C E R T I F I C A T E**

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 01.04.2008 to 31.03.2018.

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 2020 :**

<b>Sl. No.</b>	<b>Name of the PS</b>	<b>Office where serving</b>	<b>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.)</b>	<b>Recommendation of PCDA/CDA</b>	<b>Remarks , if any</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1					
2					
3					
4					

(Signature of Group Officer with seal)