



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/AD(OL)/2020

दिनांक : 30 दिसम्बर, 2019

सेवा में,

सम्बन्धित र.ले.प्र.नि./प्र.ले.नि.(फै.)/र.ले.नि./क्षे.प्र.के.

विषय : रिक्ति वर्ष 2020 के सापेक्ष व. अनुवादक से सहायक निदेशक (रा. भ.) के ग्रेड में प्रोन्नति हेतु विभागीय प्रोन्नति समिति (डी.पी.सी.) का गठन

रिक्ति वर्ष 2020 के सापेक्ष पात्र व. अनुवादक की सहायक निदेशक (रा. भ.) 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 व. अनुवादको का एक पैनल बनाए जाने की आवश्यकता है।

2. तदनुसार, अनुरोध है कि इस परिपत्र के अनुलग्नक- A में दर्शाये गये व. अनुवादको 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 06.01.2020 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 व. अनुवादक का स्थानांतरण होता है तो इसकी सूचना ई मेल द्वारा hqan2.cgda@gov.in पर अविलम्ब दी जाए।

अमित
(अमित गुप्ता)

रक्षा लेखा वरि. उप महानियंत्रक (प्रशा.)

प्रतिलिपि -

सूचना प्रौद्योगिकी एवं प्रणाली कक्ष (स्था.) : परिपत्र को र.ले.म.नि. की वेबसाइट पर अपलोड करने हेतु।

- ह -
(अमित गुप्ता)

रक्षा लेखा वरि. उप महानियंत्रक (प्रशा.)



कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
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ULAN BATAR MARG, PALAM, DELHI CANTT.-110010



No. AN/II/2151/DPC/AD(OL)/2020

Date : 30th December, 2019

To

The PCsDA/PCA (Fys.)/CsDA
 (Concerned)

Subject: DPC for promotion of Sr. Translator to the grade of Asstt. Director (Official Language) against the vacancy year 2020.

A proposal to convene a DPC for promotion of eligible Sr. Translators to the grade of Asstt. Director (Official Language) against the vacancy year 2020 is under consideration in this HQrs office. A panel of eligible Sr. Translators is required to be prepared on the basis of anticipated vacancies in AD(OL) 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 Sr. Translators 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 **06.01.2020**. 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 Sr. Translators concerned may kindly be intimated through e-mail on hqan2.cgda@gov.in .


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

Copy to: -

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

—Sd—
 (Amit Gupta)
 Sr. Dy. CGDA (AN)

ANNEXURE - A

Sr. Translators who are likely to be in the zone / extended zone of the consideration for promotion to the grade of Asst. Director (O.L.) : DPC- Vacancy Year 2020

Sl. No.	Name (Shri/Smt./Km)	A/c No.	DoB	CAT	DoA as Jr. Translator	DoA as Sr. Translator
1.	DEVAKI SUBRAMANIAM	8334026	19.05.1966	UR	26.09.1995	30.09.2003
2.	G V SUJATHA	8331963	07.01.1966	UR	08.03.1995	27.09.2004
3.	PANNA DEY	8334082	19.12.1968	UR	21.09.1995	16.01.2006
4.	GOVIND G KANOJIYA	8321172	31.07.1969	UR	08.11.1995	19.06.2006
5.	BHANUMATHI SEKAR	8338174	07.05.1967	UR	08.11.1995	02.04.2007
6.	NOOR ALAM	8333966	11.03.1969	UR	18.07.1996	30.04.2009
7.	ALOK RANJAN	8320104	15.04.1971	UR	05.08.1996	30.04.2012
8.	INDU PANDE	8326055	17.10.1968	UR	28.10.1996	29.06.2012
9.	MRIDULA KHURANA	8324593	15.09.1964	UR	24.02.1997	20.06.2014
10.	SHOBHA KASHYAP	8332700	28.11.1973	UR	07.04.1998	03.11.2014
11.	P. SUNITHA RAMESH	8321305	15.05.1975	UR	26.02.1998	09.04.2015
12.	RADHA MUNDU	8336736	14.05.1974	ST	01.03.2001	09.04.2015

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 period) in respect of the under mentioned Sr. Translator who is in the zone / extended zone of consideration for promotion to the grade of Asstt. Director (OL) against the vacancy year 2020, have been communicated to the officers concerned as mentioned below.

Sl. No.	Name of the ST	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 & 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 Sr. Translator in the zone / extended zone of promotion to the grade of AD (OL) against the vacancy year 2020)

1.	Name of the Sr. Translator	
2.	Male / Female	
3.	Qualification	
4.	Date of Birth	
5.	Date of Appointment	
6.	Date of promotion to Sr. Translator Grade	
7.	Home Town (mention District & State)	
8.	Whether belongs to SC/ST category (mention category)	
9.	Whether any disciplinary / criminal case is pending as on date. If so, full facts of the case 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. 2013-14 to 2017-18	
11.	Whether any recorded or unrecorded warning issued to Sr. Translator as reflected in the APARs and other character rolls. If so, details to be enclosed.	
12.	Whether the Sr. Translator was reprimanded for indifferent work or for other causes during last 10 years	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years (2013-14 to 2017-18). Details and results of representation of Sr. Translator may kindly be furnished along with the Speaking Order issued.	
14.	(i) Whether APAR/MTPAR 2013-14 and onwards communicated to Sr. Translator (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 Sr. Translator (full address) with date of posting in that office	
17.	Details of Service	In the format 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 the Group Officer with seal)

Details of Disciplinary /Court / Penalty, etc. cases in respect of the Sr. Translators falling in the zone / extended zone of consideration for adjudication by the DPC for promotion to the grade of Asstt. Director (Official Language) against the vacancy year 2020.

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

Station:

Date:

(Signature of Group Officer with seal)

(To be submitted duly typed)

Annexure "E"

CERTIFICATE

Certified that Mr/Mrs.....
Sr. Translator 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 pertaining
to last 10 years.

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"

Preferred choice station for posting on promotion to the grade of AD(OL) submitted by the Senior Translator(s) falling in the zone / extended zone of consideration for DPC for promotion to the grade of AD (OL) against the vacancy year 2020.

Sl. No.	Name of the Senior Translator	Office where serving	Three valid choice stations with reasons (duly supported with documents viz. medical certificate along with application of the officer indicating the reasons for the same etc.)	Recommendation of PCDA/CDA	Remarks , if any
1	2	3	4	5	6
1					
2					
3					
4					

(Signature of the Group Officer with seal)