



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी - 110010



Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010

No. AN/XI/11051/SAS Pt-II/ 2020

Dated: 01.12.2020

To

All PCsDA/PCA(Fys)/ CsDA

Subject: Timely Provisioning of successful candidates of SAS Part-II Examination, November 2020 to the grade of AAO.

Reference: This HQrs office circular bearing Nos. AN/SAS/16102/SAS-II/NOV/2020/RN dated 01.10.2020.

In the above reference, it is requested to do the spadework and keep the necessary data required for holding of DPC, ready in respect of all the candidates appearing in the SAS Part-II Examination being held from 23.11.2020 to 27.11.2020.

2. In order to avoid inordinate delay in the provisioning of all successful candidates of the SAS Part-II examination, November 2020 to the grade of AAO, it is requested that the DPC of all successful candidates may be convened immediately after declaration of results of the above Examination based on the APARs for the previous five years viz. 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19. Accordingly, the adjudication report along with the DPC proceedings in respect of all the successful candidates may be furnished to this HQrs office in the enclosed proforma (**as Annexure "A") within one week** from the declaration of results of the SAS Part-II Examination, November 2020.

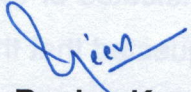
3. Further, it is intimated that the composition of DPC will be as per provision mentioned under column 12 of schedule of Recruitment Rules for the post of Assistant Accounts Officer published vide SRO No.34 dated 01.09.2015. Other conditions indicated in the proforma attached with the letter are also to be complied with.

4. Controllers are requested to obtain choice stations of all successful candidates in the enclosed proforma (**as Annexure "B"**) and forward the same along with **Annexure "C" and "D"** to this office for taking necessary action at this end. It may also be clarified to the candidates that opting for three choice stations may not be construed as right for posting to one of these stations. However, efforts would be made to accommodate them to the extent administratively feasible. The individuals seeking retention at the same station or seeking transfer to their choice stations on medical grounds may be advised to **submit proper medical certificate (and not copies of prescriptions and test reports)** from the attending specialist, clearly bringing out the disease, since when suffering from and present status etc.

5. It is also requested to furnish the office wise and station wise overall authorized and posted strength of AAOs/SAS(App)/SUP(A/Cs) under your jurisdiction including IFA offices (irrespective of fact that any individual has passed from their organization or otherwise as per Annexure D). The vacancy position may be computed as on 31.12.2020 taking into account the cases of retirements upto March 2021.

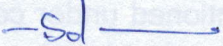
6. The requisite information as per **Annexure "A"** in MS Excel format and scanned copy of DPC proceedings along with all other necessary Annexures (viz. Annexure "B","C"&"D") may also compulsorily be uploaded on E-mail ID admnix.cgda@nic.in by the due date.

Nil report is also required.


(Rajeev Ranjan Kumar)
Dy.CGDA(AN)

Copy to:

1. AN-Pay Section (local): For similar action as stated above.
2. IT&S Wing : For uploading on the CGDA Website.


(Rajeev Ranjan Kumar)
Dy.CGDA(AN)

ANNEXURE-A

PROFORMA FOR ADJUDICATION REPORT OF SAS PT-II PASSED CANDIDATES FOR CONSIDERATION BY THE DPC FOR PROMOTION TO THE GRADE OF AAO

| SL NO. | MONTH/ YEAR OF SAS PT-II EXAM | SAS PART-II ROLL NO. | Name (S/Shri) | A/C NO. | Whether SC/ST/UR | Whether VH/OH/HH | Date Of Birth (DD-MM-YYYY) | Date Of Appointment as Clerk (DD-MM-YYYY) | Date Of Appointment/ Promotion as Auditor (DD-MM-YYYY) | Year of SSC | SSC Roll No. | SSC Rank |
|--------|-------------------------------|----------------------|---------------|---------|------------------|------------------|----------------------------|---|--|-------------|--------------|----------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| | | | | | | | | | | | | All INDIA RANK |

| Date of Confirmation (DD-MM-YYYY) | Date of promotion as Sr. Auditor (DD-MM-YYYY) | Classification of APARs GRADING | | | | | Recommendation | Whether Direct /Inter Departmental Candidate Appointed (Auditor/ Clerk) | ORGANISATION |
|-----------------------------------|---|---------------------------------|---------|---------|---------|---------|----------------|---|--------------|
| | | (16) | | | | | | | |
| (14) | (15) | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | | | |
| | | | | | | | | | |

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. The Integrity of the individual/individuals is certified.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OMs on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED
PCDA/CDA

(To be filled by applicant)

Annexure 'B'

SAS Part-II passed candidates application format
(Original copy to be forwarded to HQrs.)

| | | | | | | |
|--------|---|-------------------|--|---------|---------------------------|-------------------------|
| 1 | Roll No. (SAS Part-II Nov'2020) | : | | | | |
| 2 | GENDER (Male / Female) | : | | | | |
| 3 | NAME | : | | | | |
| 4 | GRADE | : | | | | |
| 5 | Account No. | : | | | | |
| 6 | DATE OF BIRTH | : | | | | |
| 7 | DATE OF APPOINTMENT (DAD) | : | | | | |
| 8 | DATE OF PROMOTION (As auditor/Sr. Auditors) | : | | | | |
| 9 | CATEGORY viz. Gen, OBC, SC, ST etc (Mandatory) | : | | | | |
| 10 | HOME TOWN (Specific District as per Service Record & not Village or State) If DAD office not available at Home town, nearest Station to Home town where DAD office is situated | : | | | | |
| 11 | CHOICE STATION (Station (NOT Office)where DAD offices are located) | First Preference | | | | |
| | | Second Preference | | | | |
| | | Third Preference | | | | |
| 12 | Whether EDP trained (Yes/No) (If yes, specify project) | | | | | |
| 13 | APAR GRADING (Upto two decimal places) | APAR1 | APAR2 | APAR3 | APAR4 | APAR5 |
| 14 | SERVICE PROFILE (In DAD) | | | | | |
| | Name of Office | Organisation | Whether Sensitive Assignment (Yes / No) | Station | From Date (dd/mm/yyyy) | To Date (dd/mm/yyyy) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| P.T.O. | | | | | | |

| | | |
|--|--|--|
| 15 | Brief Grounds for choice stations: | |
| <i>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION & TEST REPORTS) in respect of medical cases and Service certificate showing Station & Department from the employer in case of spouse.</i> | | |
| 16 | If Spouse serving in DAD, Specify Office & Station of present posting. | |

UNDERTAKING

It is to undertake that the information furnished above are correct.

Date:

(SIGNATURE OF APPLICANT)

(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)

(To be filled by the Controller's office)

| | | |
|----|---|--|
| 17 | GROUND FOR RECOMMENDATION (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Home Town, Stay Away) | |
|----|---|--|

Date:

(SIGNATURE AND SEAL OF GO(AN))

(To be filled by Controllers Offices)

Specimen Copy

| Annexure 'C' | | | | | | | | | | | | | | | | |
|---|----------|--------------------------|---------------------|---------------------|-----------------|---------------------------------|-----------------|--|------------------|-----------------|----------|-----------|---|----------------------------|--|----------------------|
| SAS Part-II Passed Candidates from the Organisation _____ | | | | | | | | | | | | | | | | |
| Sl No. | Roll No. | Name Grade, A/C No | DOB (dd/mm/YYYY) | DOA (dd/mm/YYYY) | Cat. G/SC/ST | Home Town as per Anex 'A' | Present Org. | Present Station where serving | Serving Since | Choice Stations | | | APAR Grading | | Service Profile of the official Station - Organisation - From Date - To Date | Controllers' Remarks |
| | | | | | | | | | | Choice 1 | Choice 2 | Choice 3 | Year | Grading | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 1 | 0081 | Anil Rai, SA/ 8340840 | 20/10/1977 | 25-05-2010 | Gen | New Delhi | CDA CHENNAI | COIMBAT ORE | 05/11/2011 | Delhi | Meerut | Allahabad | 2008-09 2009-10 2010-11 2011-12 2012-13 | VG VG VG VG VG | Bangalore - PCDA BL - 19.06.2000 - 31.05.2002 Wellington - CDA Chennai - 01.06.2002 - 22.06.2004 Aruvankadu - PCA (Fys) - 23.06.2004 - 04.11.2011 Coimbatore - CDA Chennai - 05.11.2011 - till date | |
| 2 | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | |

Signature of Officer-in-Charge

Annexure "D"

VACANCY REPORT IN R/O PCsDA/PCA(Fys)/CsDA
(including all IFAs offices under proforma Controllers)
for provisioning to the grade of AAO, Nov'2020
(As on 31st December 2020)

| SI | STATION | SAS (App)/Sup (A/c)/AAOs | | | |
|----|---------|--------------------------|-------|--------|---|
| | | Name of office | AUTH. | POSTED | RETIREMENT (During ensuing Jan - March 2021) |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |

Date:

(SIGNATURE AND SEAL OF G.O.(AN))