

CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALM DELHI CANTT-10

No. AN/XI/11060/2014/Vol. I

Dated: 04/11/2013

To

The PCA(Fys) Kolkata  
The PCDA \_\_\_\_\_  
The CDA \_\_\_\_\_

Subject: Promotion of Auditor to the Grade of Sr. Auditor

PCsDA/CsDA are requested to convene a DPC to adjudicate those Auditors, as per details given below, to adjudge their fitness or otherwise for promotion to the grade of Sr. Auditor on the basis of their APARs for the years 2010-11, 2011-12 and 2012-2013 respectively.

(i) **Fresh Cases**

Auditors who will complete three years of regular service in Auditor's Grade as on 31/12/2013 (i.e Auditors appointed/promoted up to 31.12.2010)

(ii) **Review Cases**

All left over cases/unfit cases/sealed cover cases in respect of Auditors who have been appointed / promoted up to 31/12/2009.

2. DPC proceedings alongwith adjudication report of the eligible Auditors in the attached Proforma (SL No 1 to V) may kindly be sent as to reach this HQ office latest by **29.11.2013**. While adjudicating the cases the criteria laid down in our circular letter NO. 0632/AN/F dated 04.12.73 and AN/XI/11060/I/Vol IV dated 18.09.89 may be kept in view. The same may also be sent in Compact Disc (CD) in MS Excel Format.

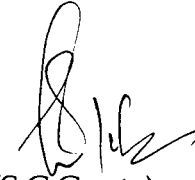
3. Nil report is also required.

P - Sd - P  
(S C Gupta)  
For CGDA

Copy to:

1. AN-IV Section (local): For necessary action w.r.t above

✓ 2. EDP Section: For uploading on the CGDA Website.

  
(S C Gupta)  
Accounts Officer(AN)

FRESH CASES

PROFORMA NO. I (DIRECT RECRUIT)

STATEMENT SHOWING DETAILS OF AUDITOR (Directly recruited through SSC) FOR PROMOTION TO SR. AUDITOR'S GRADE.

Sl. No	Name,	A/C No.	Date of Birth (DDMMYYYY)	Year of Examination	ROLL NO Allotted by SSC	All India Rank earned in SSC Exam	Zonal rank	Zone from which selected	Date offer of Appointment (DDMMYYYY)
1	2	3	4	5	6	7	8	9	10

Date of appointment (DDMMYYYY)	Date of confirmation (DDMMYYYY)	Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs			Recommendations of DPC	Organizational action	Remarks.
				15	2010	2011			
11	12	13	14	2010	2011	2012	16	17	18
				-	-	-			
				2011	2012	2013			

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 0632/AN/F-dated 04/12/73 & AN/XI/11060/I/No 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

PCDA/CDA

**FRESH CASES**

**PROFORMA NO.II (PROMOTEE AUDITORS )**

**STATEMENT SHOWING DETAILS OF AUDITOR FOR PROMOTION TO SR. AUDITOR'S GRADE.**

Sl. No	Name,	A/C No	Date of Birth (DDMMYYYY)	Date of Selection with merit No. in clerk grade	Date of Appointment in Clerk Grade (DDMMYYYY)	Date of confirmation (DDMMYYYY)
1	2	3	4	5	6	7

Date of promotion in Auditor Grade (DDMMYYYY)	Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs			Recommendations of DPC	Organization	Remarks.
			10	11	12			
8	9		2010	2011	2012	12		14
			-	-	-			
			2011	2012	2013			

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 individuals(s) , the provisions contained in HQ office circulars no 0632/AN/F-dated 04/12/73 & AN/XI/11060/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

PCDA/CDA

**REVIEW CASES**  
**PROFORMA NO. III (DIRECT RECRUIT)**  
**STATEMENT SHOWING DETAILS OF AUDITOR (directly recruited through SSC) FOR PROMOTION TO SR. AUDITOR'S GRADE.**

Sl. No	Name,	A/C NO	Date of Birth (DDMMYYYY)	Year of Examination	ROLL NO Allotted by SSC	All India Rank earned in SSC Exam	Zonal rank	Zone from which selected	Date of offer of Appointment (DDMMYYYY)
1	2	3	4	5	6	7	8	9	10

Date of appointment (DDMMYYYY)	Date of confirmation (DDMMYYYY)	Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs			Recommendations of DPC	Organization	Remarks.
				15	2010	2011			
11	12	13	14		2010	2011	2012	17	18
					-	-	-		

Certified that:

- The individual is not related to any member of DPC.
- No disciplinary /vigilance case is pending or being contemplated against the individual.
- Service particulars have been verified from the service documents and found correct.
- While adjudicating the case of the above individuals(s), the provisions contained in HQ office circulars no 0632/AN/F-dated 04/12/73 & AN/XI/11060/IVo IV dated 18.09.89 have been kept in view by the DPC.
- No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

PCDA/CDA

**REVIEW CASES**

**PROFORMA NO.IV (PROMOTEE AUDITORS )**

**STATEMENT SHOWING DETAILS OF AUDITOR FOR PROMOTION TO SR. AUDITOR'S GRADE.**

Sl. No	Name,	A/C No	Date of Birth (DDMMYYYY)	Date of Selection with merit No. in Clerk grade	Date of Appointment in Clerk Grade (DDMMYYYY)	Date of confirmation (DDMMYYYY)
1	2	3	4	5	6	7

Date of promotion in Auditor Grade (DDMMYYYY)	Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs			Recommendations of DPC	Organization	Remarks.
8	9	10	11			12	13	14
			2010	2011	2012			
			-	-	-			
			2011	2012	2013			

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 individuals(s) , the provisions contained in HQ office circulars no 0632/AN/F-dated 04/12/73 & AN/XI/11060/IVo 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-1

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

PCDA/CDA

**PROFORMA No V FOR INTER DEPARTMENTAL CASES**  
**STATEMENT SHOWING DETAILS OF AUDITOR FOR PROMOTION TO SR. AUDITOR'S GRADE.**

Sl. No	Name,	A/C No.	Date of Birth (DDMMYYYY)	Date of Appointment in DAD in Auditor grade (DDMMYYYY)	Date of confirmation (DDMMYYYY)
1		2	3	4	5
					6

Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs			Recommendations of DPC	Organization	Remarks.
		7	8	9			
		2010	2011	2012	10	11	12
		2011	2012	2013			

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 individuals(s), the provisions contained in HQ office circulars no 0632/AN/F-dated 04/12/73 & AN/XI/11060/IVo 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

PCDA/CDA