

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

ULAN BATAR ROAD, PALAM, DELHI CANTT. 110010

No.AN/XI/11051/SAS Pt-II/Sept 2013

Dated: 26/11/2013

To

All PCsDA/CsDA

Subject: - Timely provisioning of successful candidates of SAS Pt-II examination:
September 2013.

Reference: Hqrs letter No.AN/XI/11051/SAS Pt-II/Sept 2013 dated 09 /10/2013

During the compilation of the data, received from the Controllers in response to our letter cited above, it has been observed that in some cases, the data furnished does not appear to be correct with reference to the data available in the HQrs. office and this may lead to wrong fixation of inter-se-seniority in the grade of SO (A). Some of the discrepancies noticed are as under:

Name of the Column in which discrepancies observed	Discrepancies
Classification of ACR/APAR	The ACR/APAR for the last year i.e. 2012-2013 in respect of an individual has been marked as 'Not Yet Received', and at the same time, recommended 'FIT', which is not in conformity with the extant orders on the subject. (Copy enclosed)
Recommendation	Individuals have been recommended as 'FIT' with a noting in ibid column "Subject to remarks", which is not in consonance with the order on the subject. The column should be filled clearly as 'FIT' or 'UNFIT'. (Copy enclosed)
Date of promotion in Sr. Auditor grade	Date of promotion in Sr. Auditor/Auditor grade does not seem to be correct as per data base of HQrs office.

In view of the above, to avoid any wrong fixation of seniority as well as erroneous promotion, it may be further ensured that the data furnished to HQrs office is correct and the confirmation or amendments if any, with reference to proforma in this regard may be forwarded through FAX by 29/11/2013, so that proposed action on the adjudication report may be taken at the earliest.

It is also requested to furnish, the Year of SSC Exam, Roll No and Rank of successful candidates, which is required, for fixing Inter-se-seniority amongst the individual in a particular batch.

This issues with the approval of Sr. ACGDA (AN).

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(S C Gupta)
For CGDA

(S C Gupta)
For CGDA

6.2.3 Before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs. The DPC should also have regard to the remarks against the column on integrity.

Benchmark prescription for promotion at the level for JS and above — Revised Guidelines.— Reference is invited to Department of Personnel and Training (DoP&T) Office Memorandum No. 35034/7/97, dated 8-2-2002 which contains instructions on 'Benchmark' for assessment of performance and the manner in which select panel has to be arranged on the basis of *inter se* seniority, subject to achievement of benchmark, for promotion to various levels of post / grade. Attention is also invited to the DoP&T O.M. No. 22011/5/86-Estt. (D), dated April 10, 1989 [as amended by O.M. No. 22011/5/91-Estt. (D), dated March 27, 1997] which contains instructions on Departmental Promotion Committees (DPCs) and related matter.

2. While considering a proposal of the Department of Revenue, the ACC has observed that the benchmark of 'Very Good', in terms of instructions issued by the Department of Personnel and Training is applicable to all promotions at the level of Deputy Secretary and above. A natural corollary is that, the benchmark prescription is adhered to rigorously as one goes up higher the ladder. Therefore, at the Joint Secretary and Additional Secretary level, the requirement should be of meeting the 'Very Good' benchmark without fail.

3. The observations of the ACC have been examined in consultation with the UPSC. In order to ensure greater selectivity at higher level of administration, the DPC may ensure that for the promotion to the scale of ₹ 18,400-22,400 and above, the prescribed benchmark of 'Very Good' is invariably met in all ACRs of five years under consideration. The DPC, in terms of guidelines of this Department, is required to make its own assessment on the basis of entries in the CRs and not be guided merely by the overall grading. In cases where the assessment by DPCs are apparently not in line with the grades in the ACRs, the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion.

4. The instructions contained in this Office Memorandum shall come into force from the Panel Year 2008-09. Ministries / Departments are requested to give wide circulation to these revised instructions for general guidance in the matter.

[G.I., Dept. Per. & Trg., O.M. No. 22011/3/2007-Estt. (D), dated the 18th February, 2008.]

6.3.1 Principles to be observed and preparation of panel.

[(a) *Mode of Promotion.*—In the case of 'selection' (merit) promotion, the hitherto existing distinction in the nomenclature ('selection by merit' and

1. Substituted by O.M. F. No. 35034/7/97-Estt. (D), dated the 8th February, 2002—Paras. 3.1 to 3.4.

'selection-cum-seniority') is dispensed with and the mode of promotion in all such cases is rechristened as 'selection' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant benchmark ("Very Good" or "Good") prescribed for promotion.

(b) *Benchmark for promotion.*—The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grade the officers as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e., who meet the prescribed benchmark) by the DPC shall be included and arranged in the select panel in order to their *inter se* seniority in the feeder grade. Those officers who are graded 'unfit' (in terms of the prescribed benchmark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed benchmark) by the DPC.

(c) Although among those who meet the prescribed benchmark *inter se* seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfilment of all the conditions laid down in the relevant Recruitment / Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

(d) *Promotion to the revised pay scale (grade) of ₹ 12,000-16,500 and above.*

- (i) The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'.
- (ii) The benchmark for promotion, as it is now, shall continue to be 'Very Good'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the benchmark, as indicated in the following paragraphs, shall be 'Good' only.
- (iii) The DPC shall for promotions to said pay scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Very Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, as already explained in Paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Very Good'.

(e) *Promotion to grades below the revised pay scale (grade) of ₹ 12,000-16,500 (including promotions from lower Groups to Group 'A' posts / grades / services)*

- (i) The mode of promotion, as indicated in Paragraph (a) above, shall be 'selection'.

(ii) The benchmark for promotion, as it is now, shall continue to be 'good'.

(iii) The DPC shall for promotion to posts / grades / services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the benchmark of 'Good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. Thus, as already explained in Paragraph (b) above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed benchmark of 'Good'.]

No supersession in promotions

The undersigned is directed to refer to DoP&T O.M. No. 35034/7/97-Estt. (D), dated 8-2-2002 on the above noted subject and to say that in accordance with the decision of the Government not to permit supersessions in promotions, all Ministries / Departments were requested to take immediate steps to amend the Service / Recruitment Rules of various services / posts / grades so as to appropriately incorporate the mode of promotion as 'selection' in place of 'selection by merit' and 'selection-cum-seniority', as the case may be, to bring them in conformity with the above decision of the Government and to make promotions accordingly. To facilitate the amendments to the relevant Service Rules / Recruitment Rules, consultation with DoP&T before carrying out the required amendments was dispensed with.

2. It has been brought to the notice of this Department by the UPSC that the Ministries / Departments have not initiated action to amend the Service Rules / Recruitment Rules and the Commission is being requested to hold DPCs in accordance with existing Service Rules / Recruitment Rules which provide for supersessions. Accordingly, the Commission has decided that any proposal for DPC, which is received and is found to be against the revised policy instructions, will be returned to the Ministries / Departments. A proposal would be considered only when the relevant Service Rules / Recruitment Rules were amended as envisaged in the DoP&T, OM, dated 8-2-2002.

3. As orders in the matter were issued almost 3 years back, a situation where the Rules have still not been amended in conformity with the above decision of the Government cannot be justified or allowed to continue. All Ministries / Departments are, accordingly, requested to ensure that they review all Recruitment / Service Rules and carry out amendments in conformity with the decision contained in DoP & T, O.M., dated 8-2-2002 through a time-bound exercise.

4. A status report in this regard may be furnished to this Department latest by 31-5-2005. The decision of the UPSC may also be noted.

[G.I., Dept. of Per. & Trg., O.M. No. 35035/7/97-Estt. (D), dated the 16th February, 2005.]

6.3.2 *In the case of SC/ST officers.*—(i) In promotions by "Selection-cum-Seniority" and "Selection by Merit" to posts / services within Group 'A' which carry an ultimate salary of [₹ 5,700 p.m. or less, in the IV PC pay scale], the SCs/STs officers who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included.

(ii) In promotion by "Selection-cum-Seniority" and "Selection by Merit" to posts / services in Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A', selection against vacancies reserved for SCs and STs will be made only from those SCs/STs officers, who are within normal zone of consideration. Where adequate number of SCs/STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them.

(iii) As regards promotions made by "Selection-cum-Seniority" and "Selection by Merit" in Group 'C' and Group 'D' posts / services, Select Lists of SCs/STs officers should be drawn up separately in addition to the general select list, to fill up the reserved vacancies. SCs/STs officers who are within the normal zone of consideration, should be considered for promotion along with and adjudged on the same basis as others and those SCs and STs amongst them, who are selected on that basis may be included in the general Select List.

AUTHORS' NOTE.— All provisions providing for lower qualifying marks for Scheduled Caste / Scheduled Tribe candidates in departmental qualifying / competitive examinations for promotion and instructions providing for consideration of SC/ST candidates without reference to merit and the prescribed "benchmark" which were rescinded from 22nd July, 1997, have been restored from the 3rd October, 2000 *vide* O.M., dated 3-10-2000.

Preparation of Year-wise panels by DPC where they have not met for a number of years

6.4.1 Where for reasons beyond control, the DPC could not be held in a year(s), even though the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedures:—

(i) Determine the actual number of regular vacancies that arose in each of the previous year(s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.

G.I., Dept. of Per. & Trg., Corrigendum No. 22011/5/86-Estt.(D), dated the 17th October, 1990.

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/CONFIDENTIAL/

NO. AN/XI/11060/I/Vol. IV

OFFICE OF THE C.G.D.A.
WEST BLOCK V RK PURAM
NEW DELHI-66

DATED 18 SEPT. '89

To

All CsDA
Chief C of A (Fys) Calcutta.
Chief CDA (P) Allahabad.
Jt. CDA (Funds) Meerut.

Sub : Criteria for determining suitability for promotion to and confirmation in Class III & Class IV (New Gp. C and D) posts.

CsDA are requested to refer to this HQrs Confidential circular No. 0632/AN-F dated 04.12.73 on the above subject which provides that the following criteria for adjudication of the fitness or otherwise for promotion/confirmation in Gp. C & D will be adopted :

- i) The last three Annual Confidential Reports would be considered.
- ii) Out of the above three reports the latest should be clear & free from any adverse remark.
- iii) If the other two reports both contain adverse remarks, the individual will not be recommended fit for promotion/confirmation. If, however, only one of the two remaining reports contain adverse remarks, the local promotion committee will base its recommendation on the overall record of the individual.

Certain CsDA have raised the point as to how to treat an ACR for a particular year which has not been written/left blank due to long absence of an individual out of the three effective ACRs. The matter has been examined in this HQrs & it has been decided in consultation with DP&Trg. that where due to long absence of an individual no ACR could be written for a substantial period, DPC should adjudicate his/her case on the basis of overall record of his service subject further that other conditions as stipulated in our circular dated 04.12.73 are satisfied.

Please acknowledge receipt.

R. N. S.

DY. C.G.D.A. (ADMIN)

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