



**Important Circular**

No. AN/II/1192/Promotion/Aud to SA/Vol-XI

Dated: 27/08/2019

To,

The Officer-in-Charge

All Sub Offices (Including IFA's on proforma strength)

All Sections in Main Office

Sub:- Convening of DPC for the vacancy year 2020 regarding promotion of Auditor to the Grade of Senior Auditor.

Ref:- HQrs Office Letter No. AN/XI/11401/DPC/2020/Adr to Sr. Adr, Dtd. 22/08/2019.

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Please find enclosed copy of HQrs Office letter. All cases falling in the criteria of letter cited under reference should be forwarded in enclosed proforma to this Office/ Section latest by **30/09/2019** through email at [cda-jbl@nic.in](mailto:cda-jbl@nic.in).

2. The Officer-in-Charge may personally review the names included in the report to ensure that no eligible name(s) has been omitted, No Disciplinary/ Vigilance case is pending against the individuals and a certificate to that effect also may please be furnished along with the report. The proforma must be countersigned by the Officer-in charge.

3. No separate hard copy of the circular is being dispatched. The circular may be downloaded and necessary action taken immediately.

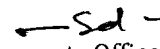
Encl: As Above.

  
Sr. Accounts Officer (AN)

**Copy to:**

The Officer-in-Charge  
OA Cell (Local) }

For uploading on CDA Jabalpur website.

  
Sr. Accounts Officer (AN)



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/11401/DPC/2020/ ADr to Sr. ADr,

Dated: 22.08.2019

To,

✓  
The PCA (Fys) / All PCsDA/CsDA

**Subject:** Convening of DPC for the vacancy year 2020 regarding promotion of Auditor to the grade of Sr. Auditor.

The Model Calendar for conducting DPC issued vide DoP&T O.M No. 22011/4/2013-Estt (D), dated 08.05.2017 stipulates that the Select Panel prepared by the DPC for promotion should be ready by 31<sup>st</sup> December preceding the Vacancy Year. As per Column 11 of Recruitment Rules of Sr. Auditor notified vide SRO No.58, dated 11.09.2013 (published on 21.09.2013) Auditors with six year service in the grade rendered after appointment thereto on regular basis and successfully completed two weeks training in relation to the duties of higher posts imparted by various RTCs are eligible for promotion to the grade of Sr. Auditor. Further Note-1 under Column 11 of Recruitment Rules of Sr. Auditors provides that the eligibility service for promotion to the grade of Sr. Auditor shall be three years for person holding the feeder posts of Auditor on regular basis on the date of notification of the revised rules i.e 21.09.2013 (dated of publication).


2. It is, therefore, requested to convene DPC in respect of eligible Auditors having fulfilled the above said eligibility criteria as on 01.01.2020. The APAR for the preceding five year viz 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14 are reckonable by the DPC for consideration of promotion of the candidate against the Vacancy Year 2020.

3. The DPC is required to follow the instructions issued in DoP&T O.M No. 22011/5/86-Estt. (D), dated 10.04.1989 as amended from time to time. Further the cases involving discipline/criminal prosecution/under currency of penalty etc are required to be adjudicated/processed in terms of provisions contained in DoP&T O.M No. 22011/4/91-Estt. (A), dated 14.09.1992 and amended vide O.M No. 22011/4/2007-Estt. (D), dated 28.04.2014 and dated 21.11.2016. It is also requested that carry over /leftover cases of Auditor of

previous year i.e Sealed Cover/Unfit cases are also required to be adjudicated by the DPC for promotion to the grade of Sr.Auditor for the vacancy year 2020.

4. The DPC Proceeding along with Adjudication Report of the eligible Auditors in the Performa (Annexure-D) enclosed with this letter may please be sent to reach this HQrs office latest by 31/10/2019. It may also be ensured that no eligible individual falling within the zone of consideration has been left for adjudication. The requisite information in MS Excel format may also be uploaded on CGDA Admin XI (Section) mail ID [hqanxi.dad@hub.nic.in](mailto:hqanxi.dad@hub.nic.in) and mail server through Zimbra ID: [hqadmin11@cgdamail.org](mailto:hqadmin11@cgdamail.org). It may also be ensured that the format of Excel sheet is not tampered with, no columns are left blank and the dates mentioned in the data are as per "DD-MM-YYYY" format.

Nil report is also required.  
Please acknowledge receipt.

  
Rajeev Ranjan Kumar  
Dy. CGDA (Admin.)

Copy to:

1. Officer in-Charge  
AN-IV Section (Local) } For information and similar necessary action please.

- sd -  
Rajeev Ranjan Kumar  
Dy. CGDA (Admin.)

**PROFORMA FOR PROMOTION OF AUDITORS TO THE GRADE OF SR. AUDITOR FOR THE VACANCY YEAR 2020**

Sl. No.	Name	A/c No.	Date of Birth	Year of Exam	Roll No. Allotted by SSC	All India Rank earned in SSC Exam	Zonal Rank	Zone from which selected	Date of offer of Appointment	Date of Appointment in Auditor's Grade	Date of Confirmation
01	02	03	04	05	06	07	08	09	10	11	12

Date of offer of Appt. with merit No. in clerk garde	DOA in Clerk garde	Promotee Auditor		IDT-Auditor		Whether U/SC/ST	Whether 02 weeks training Successfully completed	Whether PH viz. OH, VH or hearing	Grading of APAR (2017-18, 2016-17, 2015-16, 2014-15 & 2013-14)	Rec. of DPC (FIT/UNFIT/SEALED Cover)	Org	Remarks
		Date of Confirmation	DOP in Adr Grade	DoA in DAD	Date of Confirmation							
13	14	15	16	17	18	19	20	21	22	23		
									13-14 14-15 15-16 16-17 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.
- Serving particulars have been verified from the service documents and found correct. The integrity of the individual/individuals is certified.
- 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.
- No eligible individual falling within the zone of consideration has been omitted.

Signature of Officer-in-Charge