



Important Circular

No. AN/II/1192/Promotion/MTS to Clerk/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 MTS to the Clerk of Senior-cum-Fitness basis.

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

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.

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

उत्तम बटार रोड, पालम, दिल्ली छावनी - 110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN/XI/11401/DPC/2020/MTS to Clerk,

Dated: 22 .08.2019

To,

✓
The PCA (Fys) / All PCsDA/CsDA

Subject: Convening of DPC for the vacancy year 2020 regarding promotion of MTS to the grade of Clerk on Seniority-cum-Fitness basis.

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 31st December preceding the Vacancy Year. It is, therefore, requested to convene DPC in respect of eligible MTS serving under your administrative control (i.e erstwhile Record Clerks promoted up to December, 2008) in terms of provision laid down at Para (iii) under column 11 of Recruitment Rules of Clerk (i.e against 5% of vacancy to be filled on seniority-cum-fitness basis) for promotion to the grade of Clerk for the vacancy year 2020.

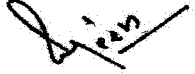
2. Further as per the provisions contained in DoP&T ibid O.M dated 08.05.2017 the crucial date of eligibility for promotion to the grade of Clerk for the vacancy year 2020 is 1st January, 2020. Therefore the MTS (i.e erstwhile Record Clerks promoted up to December, 2008) who fulfill the eligibility criteria for promotion to the grade of Clerk as on 01.01.2020 are required to be considered by the DPC for promotion. Further 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 in terms of DoP&T ibid O.Ms.

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. Further carry over cases of MTS of previous year i.e Sealed

7 Cover/Unfit cases are also required to be adjudicated by the DPC for promotion to the grade of Clerk against the vacancy year 2020.

4. The DPC Proceeding along with Adjudication Report of the eligible MTS in the Performa (Annexure-A) 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 and mail server through Zimbra ID: 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 MTS (ERSWHILE RECORD CLERK) TO THE GRADE OF CLERK (ON SENIORITY-CUM-FITNESS BASIS
FOR THE VACANCY YEAR 2020**

Appx 'A'

Sl. No.	Name	A/c No.	Date of Birth DD-MM-YYYY	Date of offer of Appointment DD-MM-YYYY	DOA as Group 'D'	Dop as Record Clerk if any	Whether UR/SC/ST
01	02	03	04	05	06	07	08

Whether PH viz. OH, VH or hearing	Integrity (Certified/Not Certified)	Grading of APARS					Recommendation of DPC (FIT/UNFIT/SEALE CPVER)	Organization	Remarks
		09	10	11	12	13			
		2013-14	2014-15	2015-16	2016-17	2017-18			

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