

रक्षा लेखा महानियंत्रक
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी -10
ULAN BATAR ROAD, PALAM, DELHI CANTT-10

File No. : AN/XI/11305/Steno/2018

Dated : 19/01/2018

To,

PCA (Fys)/ All PCsDA/CsDA
(Through CGDA Website)

Subject : Promotion of Steno - II to the grade of Steno - I for the Vacancy Period
01.04.2018 to 31.12.2018 being transition year

Reference is invited to provisions contained in DoP&T O.M. bearing No. 22011/4/2013-Estt (D) dated 08.05.2017, according to which certain changes are to be effected in the DPC procedure in partial modification of DoP&T O.M. No. 22011/5/86-Estt.(D) dated 10.04.1989, O. M. No. 22011/9/98-Estt.(D) dated 08.09.1998, O. M NO. 22011/9/98-Estt.(D) dated 16.06.2000, and O. M. 22011/6/2013-Estt.(D) dated 28.05.2014 (crucial date of eligibility).

2. Accordingly, it is requested to convene a DPC to adjudicate the incumbent Stenographers Grade II, who will fulfil the eligibility criteria of 10 years of regular service as on 01/04/2018, for consideration of their promotion to the grade of Steno Grade - I on the basis of APARs for the period 2011-12, 2012-13, 2013-14, 2014-15 & 2015-16. While considering the APARs the provisions contained in DoP&T O.M.s on the subject may also be kept in view.

3. As such, signed scanned copy of DPC Proceedings along with adjudication report of the eligible Steno Grade - II, in the attached proforma may kindly be sent through email at hqanxi.dad@hub.nic.in alongwith the soft copy (in MS Excel format) of the report, latest by 31/01/2018. It may please be ensured that the format of excel sheet is not tampered with and the dates mentioned in the data are as per "DD-MM-YYYY" format.

4. NIL report is also required.


(Vishav Jit Gandotra)
For CGDA

PROFORMA
Adjudication report for promotion of Steno Grade-II for consideration of their promotion to the grade of Steno-I.

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

Date of Appointment as Steno -II (erstwhile steno-III)	Date of confirmation (DDMMYYYY)	Whether UR/SC/ST	Whether physically handicapped viz. OH, VH or Hearing.	Grading of APARs (*)					Recommendations of DPC	Organization	Remarks.
				11	12	13	14	15			
				2011	2012	2013	2014	2015	2016		

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.
 - No eligible individual falling within the zone of consideration has been omitted.
 - While adjudicating the case of the above mentioned individual(s), the provisions contained in HQ office circulars no. 0632/AN/F Dated 04/12/1973 & AN/XI/11060/IVol V dated 18/09/1989 have been kept in view by the DPC.
- (*) To be filled in light of DoP&T O.M. bearing No. 22011/4/2013-Estt (D) dated 08.05.2017
Note: Column No 16 of proforma should be filled up in light of Para 7 of DOP&T OM No. 22011/5/86-Estt(D) dated 10.04.89 as amended by OM No. 22011/5/91-Estt(D) dated 27.03.97

MEMBER OF DPC-1

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

PCDA/CDA