

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

No. AN/XI/11305/Stenos/2018

Date: 30/11/2018

To,

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

Sub: Promotion of Steno-II to the grade of Steno-I for the vacancy calendar year 2019

Reference is invited to provisions contained in DOP&T OM 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 OM No. 22011/5/86-Estt.(D) dated 10.04.1989, OM No. 22011/9/98-Estt.(D) dated 08.09.1998, OM No. 22011/9/98-Estt.(D) dated 16.06.2000 and OM No. 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 Stenographer Grade -II, who will fulfill the eligibility criteria of 10 years of regular service as on 01.01.2019, for consideration of their promotion to the grade of Steno Grade-I on the basis of APARs for the period 2012-13,2013-14,2014-15,2015-16 & 2016-2017. While considering the APARs the provisions contained in DOP&T OMs on the subject may also kept in view.

3. In view of the above, signed 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 **10.12.2018 positively**.

4. Nil report is also required.


(Vishav Jit Gandotra)
FOR CGDA

PROFORMA

ADJUDICATION REPORT FOR PROMOTION OF STENO GRDAE -II FOR CONSIDERATION OF THEIR PROMOTION TO THE STENO GRADE- I

SI No.	Name, Grade & A/C No.	Date of Birth	Year of Examination	Roll No allotted by SSC and All India Rank	Zone from which selected and Zonal Rank	Date of offer of appointment as Steno-II	Date of Appointment as Steno-II (erstwhile Steno-III)
1	2	3	4	5	6	7	8
Date of Confirmation	Whether UR/SC/ST	Classification of ACRs/ APARs 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17		Recommendations of DPC	Organization	Remarks	
9	10	11		12	13	14	

Certified that:

The individual is not related to any member of DPC.

1. No disciplinary /vigilance case is pending or being contemplated against the individual.
2. Service particulars have been verified from the service documents and found correct.
3. While adjudicating the case of the above individual, the provisions contained in HQ office circulars no 0632/AN/F-dated 04/12/73 & AN/XI/11060/I/Vo IV dated 18.09.89 have been kept in view by the DPC.
4. No eligible individual falling within the zone of consideration has been omitted.

Note: Column No.10 of Proforma should be filled up in light of Para 7 of DOPT OM No. 22011/5/86-Estt(D) dated 10.04.89 as amended by OM No. 22011/5/91-Estt(D) dated 27.03.1997.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

PCDA/CDA