

# CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.-10

No. AN/XI/11401/SCF/2018

Date 17.10.2018

To,

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

**Subject: Adjudication report for promotion of MTS to the grade of Clerks Seniority-Cum-Fitness basis.**

Reference is invited to the provisions contained in DOP&T OM Bearing No. 22011/4/2013-Estt(D) Dated 08-05-2017, regarding shifting of Vacancy Year from Financial Year to Calendar Year under which crucial date of eligibility will be 1<sup>st</sup> of Jan WEF 2019. As such, the PCsDA/CsDA are requested to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted up to April 2008), for consideration of their promotion to the grade of Clerk based on the APARS for the years 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17 in terms of provision laid down at Para (iii) under column 11 of Recruitment Rules for the post of Clerk against 5% of vacancy. As such, adjudication report along with the DPC Proceedings in respect of individuals may be forwarded in the enclosed Proforma (Annexure).

DPC Proceeding along with adjudication report of the eligible clerks in the Performa enclosed with this letter may kindly be sent to reach this HQrs office latest by **31/10/2018**. 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.

(Mustaq Ahmad)  
Dy. CGDA (AN)

**PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF MTS (ERSTWHILE RECORD CLERK)  
TO THE GRADE OF CLERK (ON SENIORITY-CUM-FITNESS BASIS)**

Annexure-'A'  
Date: 17/10/2018

Sl. No.	Name	A/c No.	Date of Birth (DD-MM-YYYY)	Date of Offer of Appointment (DD-MM-YYYY)	DOA as Group 'D' (DD-MM-YYYY)	DOP as Record Clerk if any (DD-MM-YYYY)	Whether UR/SC/ST
1	2	3	4	5	6	7	8

Whether physically handicapped viz. OH, VH or Hearing	Whether Typing Test Passed/Not passed/Exempted	Grading of APARs					Recommendations of DPC (FIT/ UNFIT)	Organization	Remarks
		2012-13	2013-14	2014-15	2015-16	2016-17			
9	10	11					12	13	14

Certified that:

1. The individual is not related to any of member of DPC.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above mentioned individual(s), the provisions contained in HQ office circular No. AN/XI/11060/I/Vol IV Dated 18.09.89 have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED  
PCDA/CDA