

Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt-10

No. AN/XI/11401/SCF/2015

Dated: 18/11/2014

To

The PCA (Fys), Kolkata
The PCDA/CDA

Subject : Adjudication report for promotion of MTS to the grade of Clerk on Seniority-cum- Fitness basis

The PCsDA/CsDA are requested to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted upto 31/12/2002), for consideration of their promotion to the grade of Clerk based on the APARs for the year 2011-12, 2012-13 & 2013-14 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).

Further, the requisite information in MS Excel format may be uploaded on CGDA mail server through Zimbra ID: hqadmin11@cgdamail.org and the hard copy of the same may be forwarded so as to reach this HQrs Office latest by 31/12/2014.

Nil report is also required.


(S C Gupta)
For CGDA

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

Sl. No	Name	A/C No.	Date of Birth (DD/MM/YYYY)	Date offer of Appointment (DD/MM/YYYY)	Date of appointment as Group 'D' (DD/MM/YYYY)	Date of Promotion as Record Clerk (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/ Exempted	Grading of APARs			Recommendations of DPC	Organization	Remarks.
		2011	2012	2013			
9	10	2012	2013	2014	12	13	14

Certified that:

1. The individual is not related to any 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 individuals(s) , the provisions contained in HQ office circulars No. 0636/AN-D-IV dated 22/08/73 and 0632/AN/F dated 04/12/73 & AN/XI/11060/II/Vo 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-1

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED

PCDA/CDA