

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार मार्ग ,पालम ,दिल्ली छावनी -110010  
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/II/2151/DPC/AD (OL)/2017-18

Date: 17<sup>th</sup> August 2017

To

PCsDA/PCA (Fys.)/CsDA  
(Concerned)

**Subject: DPC for promotion of Sr. Translator to the grade of Asstt. Director (Official Language) against the vacancy year 2017-18.**

A proposal to convene a DPC for considering of eligible Sr. Translators for promotion to the grade of **Asstt. Director (Official Language) against the vacancy year 2017-18** is under consideration in this HQrs office.

2. In this context it is requested that APAR dossiers containing APARs/MTPARs for the period w.e.f. 2011-12 to 2015-16 along with requisite information/certificates as per format enclosed as **Annexure 'B' to 'F'** in respect of Sr. Translators (listed in enclosed **Annexure-'A'**) who are serving under your organization may please be sent to this HQrs office.

3. The requisite APARs/MTPARs/documents/certificates in respect of Sr. Translator (as per Annexure 'A') of your organization as quoted in para-2 above may please be sent to this HQrs office urgently so as to reach this office by **25.08.2017** positively.

4. Receipt of this letter may please be acknowledged.



(Mustaq Ahmad)  
Dy. CGDA (AN)

Copy to: -

IT & S Cell  
(Local)

With request to upload the same on HQrs Office website.

  
(Mustaq Ahmad)  
Dy. CGDA (AN)

## ANNEXURE-A

**List of Sr. Translators who are in the zone of consideration for promotion to the grade of Asstt. Director (O.L.): DPC 2017-18**

S.No.	NAME	Account No.	DOB	CAT	Date of offer of	DOA as JHT	DOP as SHT
1	DINESH KUMAR	8326050	21-10-1962	SC	22-05-1996	30-05-1996	16-08-2001
2	E PADMAJA (SMT.)	8333424	01-04-1966	UR	27-01-1995	02-02-1995	10-12-2001
3	HEMANT KUMAR MISHRA	8320085	01-03-1970	UR	12-05-1995	15-05-1995	07-10-2002
4	RK CHAKRABORTY	8331729	14-08-1971	UR	14-02-1995	26-06-1995	07-10-2002
5	MACHINDRA S GAIKWAD	8333459	01-06-1970	SC	01-08-1996	23-06-1997	12-05-2003
6	BEENA SURENDRA MOHAN	8332625	04-02-1969	UR	31-01-1995	20-07-1995	30-09-2003
7	MITHILESH KUMAR	8320087	01-06-1958	UR	15-02-1995	13-06-1995	30-09-2003
8	DEVAKI SUBRAMANIAN (SMT.)	8334026	19-05-1966	UR	06-09-1995	26-09-1995	30-09-2003
9	G V SUJATHA (SMT.)	8331963	01-07-1966	UR	27-07-1995	03-08-1995	27-09-2004
10	PANNA DEY	8334082	19-12-1968	UR	16-02-1995	21-09-1995	16-01-2006

**CERTIFICATE**

This is to certify that the APARs for the year 2011-12 and onwards (and also the NO APAR/MTPAR certificate, if any, during the above years) in respect of the under mentioned Sr. Translator who is in the consideration zone for promotion to the grade of Asstt. Director (OL) for the vacancy year 2017-18, have been communicated to the officers concerned as mentioned below.

Sl. No.	Name of the ST	2011-12	2012-13	2013-14	2014-15	2015-16	Whether any acknowledgment received (give particulars)	Whether any representation made by the officer within prescribed time limit (Yes/No) (if yes, attach copy)	Decision on the representation (attach copies of comments of Reporting Reviewing & Accepting Officers, office Note on representation, and speaking order)
1	2	3	4	5	6	7	8	9	10
1.		Communicated	Communicated	Communicated	Communicated	Communicated			
2.		NO APAR	Communicated						

**Station:**

**Date:**

(Signature of Group Officer with seal)

**(To be submitted in duplicate, duly typed, in respect of  
Sr. Translator in the zone of promotion to the grade of AD (OL) against the vacancy  
year 2017-18)**

**Annexure "C"**

1.	Name of the Sr. Translator	
2.	Male / Female	
3.	Qualification	
4.	Date of Birth	
5.	Date of Appointment	
6.	Date of promotion to Sr. Translator Grade	
7.	Home Town ( mentioning District & State)	
8.	Whether belonging to SC/ST (mention category)	
9.	Whether any disciplinary / criminal case is pending as on date. If so, full facts of case with present position and details to be enclosed duly mentioning the present status thereof.	
10.	Whether integrity is certified in the APARs/MTPARs for the last 5 years viz. 2011-12 to 2015-16	
11.	Whether any recorded or unrecorded warning issued to Sr. Translator as reflected in the APARs and other character rolls. If so, details to be enclosed.	
12.	Whether the Sr. Translator was reprimanded for indifferent work or for other causes during last 5 years (up to 31.3.2016)	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years (up to 31.3.2016) Details and results of representation of Sr. Translator	
14.	(i) Whether APAR/MTPAR 2011-12 and onwards communicated to Sr. Translator (Yes/No). If any representation received against final grading, then intimate final outcome. (ii) Whether APARs containing final grading which is below benchmark have been communicated, as required DOP&T letter No. 21011/1/2010-Estt. (A) dated 13.04.2010.	
15.	Classification grading of APARs for the last 5 years APARs with period	2011-12 2012-13 2013-14 2014-15 2015-16
16.	Present office of the Sr. Translator (full address) with date since when serving in that office	
17.	Details of Service	As indicated below



**Table 1**

Sl. No.	Office and station served/serving	Section served/serving	Organization under which served/serving	Period		Total years / Months served/serving in station (s)	
				From	To	Years	Months

**Table 2**

Details of total service rendered at each station			
Sl. No.	Name of Station	Consolidated period of service at the station	
		Years	Months

**Note:** While completing table 2, it may please be kept into view that there may be different spells of service in any particular station but the whole service in each station is shown instead of showing it in different spells and one station appears once in the table.

Station:  
Date.

(Signature of Group Officer with seal)

**Nominal Roll of the Sr. Translators falling in the consideration zone for adjudication by the DPC for promotion to Asstt. Director's (Official Language) grade showing detail of Disciplinary/Court/Penalty, etc. cases.**

<b>Sl. No.</b>	<b>Name of the Sr. Translator</b>	<b>Present Office</b>	<b>Brief details for the discipline/ criminal case pending or contemplated</b>	<b>Recorded warning/ Major/ Minor penalty imposed, if any, in last 10 years (beginning FY 2006-07)</b>	<b>Remarks, if any</b>

**Station:**

**Date:**

(Signature of Group Officer with seal)

**Annexure "E"**

**CERTIFICATE**

Certified that Mr/Mrs.....  
Sr. Translator presently serving in office of the ..... has not been  
awarded any major or minor penalty and no displeasure of any superior officer or  
authority has been conveyed to him/her as reflected in his/her ACRs/APARs for  
the period from 01.04.2006 to 31.03.2016.

2. Penalty imposed, if any, is indicated (as given below):

Nature of Penalty, whether Minor/Major	-	
Penalty imposed	-	
Currency of Penalty : (i.e. From/To)	-	
Reference of Part II Office order under which notified (Enclose copy)	-	
Present Status	-	

Station:

Date:

(Signature of Group Officer with seal)

**Annexure "F"**

**Nominal Roll of the Senior Translator falling in the zone of consideration of the DPC for promotion to the grade of AD (OL) against the vacancy year 2017-18 preferring specific requests/choice stations for postings on promotion:**

<b>Sl. No.</b>	<b>Name of the Senior Translator</b>	<b>Office where serving</b>	<b>Three valid choice stations with reasons (duly supported with documents viz. medical certificate along with application of the officer indicating the reasons for the same etc.)</b>	<b>Recommendation of PCDA/CDA</b>	<b>Remarks , if any</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1					
2					
3					
4					

(Signature of Group Officer with seal)