

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)/2019

Date: 15th January , 2019

To

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

Subject: DPC for promotion of Sr. Translator to the grade of Asstt. Director (Official Language) against the vacancy year 2019.

A proposal to convene a DPC for promotion of eligible Sr. Translators to the grade of Asstt. Director (Official Language) against the vacancy year 2019 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. 2012-13 to 2016-17 along with requisite information/certificates as per format enclosed as **Annexure 'B' to 'F'** to this letter, in respect of Sr. Translators serving under your organization (listed in **Annexure-'A' enclosed**) may please be sent to this HQrs office.


3. The requisite APARs/MTPARs/documents/certificates as mentioned in para-2 above in respect of Sr. Translator of your organization (as per Annexure 'A') may please be sent to this HQrs office urgently so as to reach this office by **31.01.2019** positively.


(Praveen Kumar Rai)
Sr. Dy. CGDA (AN)

Copy to: -

IT & S Cell
(Local)

With a request to upload on CGDA website.

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(Praveen Kumar Rai)
Sr. Dy. CGDA (AN)

ANNEXURE - A

Sr. Translators who are likely to be in the zone of the consideration for promotion to the grade of Asst. Director (O.L.) : DPC- Vacancy Year 2019

Sl. No.	Name (Shri/Smt./Km)	A/c No.	DoB	CAT	DoA as Jr.Translator	DoA as Sr. Translator
1.	BEENA SURENDRA MOHAN	8332625	04.02.1969	UR	20.07.1995	30.09.2003
2.	DEVAKI SUBRAMANIAN	8334026	19.05.1966	UR	26.09.1995	30.09.2003
3.	G V SUJATHA	8331963	01.07.1966	UR	03.08.1995	27.09.2004
4.	PANNA DEY	8334082	19.12.1968	UR	21.09.1995	16.01.2006
5.	GOVIND G KANOJIYA	8321172	31.07.1969	UR	08.11.1995	19.06.2006


विक्रान्त विमल / Vikrant Vimal
सहायक लेखा अधिकारी / Asstt. Accounts Officer

CERTIFICATE

This is to certify that the APARs for the year 2012-13 and onwards (and also the NO APAR/MTPAR certificate, if any, during the above period) in respect of the under mentioned Sr. Translator who is in the zone of consideration for promotion to the grade of Asstt. Director (OL) against the vacancy year 2019, have been communicated to the officers concerned as mentioned below.

Sl. No.	Name of the ST	2012-13	2013-14	2014-15	2015-16	2016-17	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 2019)

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 (mention 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. 2012-13 to 2016-17	
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	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years. Details and results of representation of Sr. Translator	
14.	(i) Whether APAR/MTPAR 2012-13 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	2012-13 2013-14 2014-15 2015-16 2016-17

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 the Group Officer with seal)

Details of Disciplinary /Court / Penalty, etc. cases in respect of the Sr. Translators falling in the zone of consideration for adjudication by the DPC for promotion to the grade of Asstt. Director (Official Language) against the vacancy year 2019.

Sl. No.	Name of the Sr. Translator	Present Office	Brief details for the discipline/ criminal case pending or contemplated	Recorded warning/ Major/ Minor penalty imposed, if any, in last 10 years (beginning FY 2007-08)	Remarks, if any

Station:

Date:

(Signature of Group Officer with seal)

(To be submitted duly typed)

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 01.04.2007 to 31.03.2017.

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"

Preferred choice station for posting on promotion to the grade of AD(OL) submitted by the Senior Translator(s) falling in the zone of consideration for DPC for promotion to the grade of AD (OL) against the vacancy year 2019.

Sl. No.	Name of the Senior Translator	Office where serving	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.)	Recommendation of PCDA/CDA	Remarks , if any
1	2	3	4	5	6
1					
2					
3					
4					

(Signature of the Group Officer with seal)