



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी -110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010



No. AN/ (Estt-Others)/12211/Misc/2020

Dt. 24. 07.2020

To,

PCA(Fys)PCsDA/CsDA

(Through CGDA Website)

SUB: Updation of Seniority List(s) Roster(s) for various posts.

A circular bearing No. प्रशा/xi/1221/विधि/2017, dated 31.01.2018 was issued to PCsDA/CsDA for requisite data/details in respect of officers and staff for up-dation of Seniority list/Rosters of various posts/cadre. But the requisite data/details of Auditors, Sr.Auditors, Clerks, MTS, Steno-II were not provided by certain Controllers along with Year of Examination and All India Rank etc. The details already received from the Controllers become irrelevant due to Appointment, Retirement Superannuation, Resignation, Death etc of the above posts.

In view of the above, it has been decided by the Competent Authority that the process of revision/updation of Seniority List(s) Roster(s). It is requested that fresh data as per the enclosed format as on **01.07.2020** in respect of the following cadre, held on the strength of the office including Deputaion/Proforma Strength be sent to HQrs office through soft copy in Excel format and signed report in PDF Format as per schedule mentioned in front of respective posts. The report to be mailed at email id adminx.cgda@nic.in with the subject line reading as Employees data for the post of(mentioned below) as on 01.07.2020.

Post/Grade	Report to be mailed/forwarded latest by
Sr.Auditor	31/08/2020
Auditor	31/08/2020
Clerk	31/08/2020
MTS	31/08/2020
Steno-II	31/08/2020

Detailed instruction regarding preparation of Excel Sheel for data is enclosed as Annexure to this letter. To ensure smooth consolidation of data and to ensure uniformity of data, it may please be ensured that the formal of Excel Sheet is NOT tampered with and the dates mentioned in the data are strictly as per "DD-MM-YYYY" format only. This is a onetime activity, hence due diligence and

check and balance strategy is to be adopted. Main basic data is to be fetched from Tulip and balance data is to be fed from Service Record/Office Records. Report is to be sent with the approval of PCA/PCDA/CDA.

Rajeev

(Rajeev Ranjan Kumar)
Dy.CGDA(AN)

Copy to

IT & S Wing	With a request to upload the same on the CGDA website
AN -Pay Tech Section	For necessary action.

Sd/-

(Rajeev Ranjan Kumar)
Dy.CGDA(AN)

Employees data for the post of as on 01.07.2020.

S.No.	A/c Number	Name	Category (Gen/SC/ST/OBC)	In case of SC/ST/OBC candidates, whether	PH/OH /HH	Date of Appointment	Date of Appointment	Grade in which appointed in	Organization	DOB	Present Post	Existing Rank as per last	Date of Offer of
1	2	3	4	5	6	7	8	9	10	11	12	13	14
			Direct Recruitment Details				First Promotion Details						
Appointment Date to Present Post	Date of Confirmation in Present Post	Direct/ Promotee / Comp Appt.	SSC Batch/Year	SSC Roll No.	SSC All India Rank	SSC Zonal Rank	Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List
15	16	17	18	19	20	21	22	23	24	25	26	27	28
Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List	Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List
29	30	31	32	33	34	35	36	37	38	39	40	41	42
Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List							
43	44	45	46	47	48	49							

- 1 अगर किसी अधिकारी/कर्मचारी को एक से अधिक पदोन्नति दी गयी है तो हर पदोन्नति के लिए कॉलम संख्या 22 से 28 को In case multiple promotions have been given to any Individual Column No. 22 to 28 should COMPULSARILY repeated and populated in different coloured FONT for EACH Promotion.
- 2 रिपोर्ट में वर्णित सभी दिनांकों को आवश्यक रूप से "DD-MM-YYYY" फ़ारमैट में ही भरा जाये।
All dates entered in the report should COMPULSARILY be in "DD-MM-YYY" format

Annexure

1. General Structure of Excel Sheet should not be tempered with. Only concerned data should be entered in a particular column **without** any indicating sign like * # etc so as to facilitate seamless merging of data. Any and all remarks/comments should be entered in the remarks columns ONLY in front of the respective entry.
2. **Data of all employees of the organization belonging to a particular cadre, should be forwarded in ONE go as per timeline.** Sample Excel Sheet(s) are attached.
3. All columns of the excel sheets depicting dates should necessarily be FORMATTED to date format with "DD-MM-YYYY" as the date format. All dates should necessarily be in "DD-MM-YYYY" format
4. In case of Directly recruited employees after the year 1998, the SSC Exam Year and SSC All India Rank are ABSOLUTELY NECESSARY FIELDS and all out effort should be undertaken, including obtaining such information **with supporting documents** from individual concerned, wherever required, and to keep the same in service records of the individual after due verification of authenticity while populating the data in the Excel Sheet.
5. In case the name of the individual features in the already published seniority list/roster to the post, the seniority list number should necessarily be indicated in the Excel Sheet.
6. Pt. II OO indicating all Antedations/Changes in data of Seniority List since last publications should be enclosed. The amendment data should be denoted in RED FONT and copy of documents authorizing the amendment be necessarily attached.
7. Utmost care should be taken to ensure that all employees held on the proforma strength of the organization (including those on deputation/attachment) are included in the report so compiled. **A certificate to the effect that all employees of the cadre have been included in the report may also be attached.**
8. In this regard, it is suggested that to facilitate data entry and to reduce the chances of omission of details of any employee, the details of existing employees (except those on deputation/attachment) can be fetched from the Tulip DAD PMS data. However, even TULIP data may be verified from the Service/Official records before forwarding :

Admin-I — DAD Employee — Generate Report — Select Effective Strength

The data in Excel Sheet so obtained can then be appropriately used to prepare the respective Excel Sheets and balance fields are to be fed from individual and office records. This is a one time activity and due care and check & balance strategy may be adopted while entering the data to avoid any grievance at later stage.

9. Cases where data is not available in Tulip, the requisite data may be directly obtained from Service/Official Records of the individual
10. Sample Excel Sheet denoting promotion details of an employee availing four promotions (from MTS to Auditor) is attached for reference.