**No. AN/XI/12211/Roster Updation/2022**                              **Dated:05 .09.2022**

To,

### All PCsDA/PCA/CsDA

  Seniority Lists for various posts have been published on CGDA website from time to time and the exercise for publication of Updated Seniority List(s) for various posts is in hand at HQrs office. To facilitate the process of revision/updation of Seniority List(s), it is requested that up-to-date data (as per enclosed format) as **on 01-09-2022,** in respect of all **Auditors and Senior Auditors,** held on the strength of the office (including those on Deputation/Proforma Strength) be sent to Hqrs office, through soft copy in Excel format and scanned copy of signed report in PDF format. The report may be mailed at email id: hqanxi.dad@hub.nic.in with the subject line stipulated as "Employees data for the post of Auditors and Senior Auditor as on 01.09.2022"

  It is also requested that all PCsDA/CsDA make concerted efforts to cull out the fresh information from Service Documents/Dossiers of the individual and if required, matter may be taken up with the Recruitment Agency i.e SSC for reckoning for all India rank in respect of directly recruited MTS, Clerk, Auditor etc or even individual concerned may be ask to provide the requisite details i.e Year of Examination and All India Rank, if available with them.

  Detailed instructions regarding preparation of Excel Sheet for data are 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 format of Excel Sheet is **NOT** tampered with and the dates mentioned in the data are as strictly as per "DD-MM-YYYY" format only. This is a onetime activity, hence due diligence & check and balance strategy may be adopted to avoid representations/grievances at later stage. Main basic data is to be fetched from Tulip and balance data is to be obtained from Service Record/Office Records. Report may be dispatched with the approval of PCA/PCDA/CDA to HQrs Office by 30.09.2022 to expedite the process at this end.

**Mohan Lal Meena**
**Sr.ACGDA(AN)**

**Copy to:**

| | |
|---|---|
| IT &S Wing | With a request to upload the same on the CGDA Website |
| AN-IV Section (Local) | For necessary action. |

sd/-

**Mohan Lal Meena**
**Sr.ACGDA(AN)**

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 **includedin 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 ⟹ 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 onetime 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.

## Annexure-A

| 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 | Appointment Date to Present | Date of Confirmation | Direct/ Promotee / |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |

| Direct Recruitment Details | | | | First Promotion Details | | | | | | | Second Promotion Details | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | 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 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 |
| | | | | | | | | | | | | | | | | | |

| Third Promotion Details | | | | | | | Fourth Promotion Details | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 |
| 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 |
| | | | | | | | | | | | | | |

NOTE

1 अगर किसी अधिकारी/कर्मचारी को एक से अधिक पदोन्नति दी गयी है तो हर पदोन्नति के लिए कॉलम संख्या 22 से 28 को पुनर्वरत करते हुए सभी कॉलमो को अलग रंग के FONT में आवश्यक रूप से भरा जाए ।
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 वाणेंत सभी दिनांकों को आवश्यक रूप से "DD-MM-YYYY" फार्मेट में ही भरा जाय।