

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

Important Circular

No. AN/X/10030/2/2016/PC

Dated: 25/01/2017

To

All PCsDA/CsDA & PCA (Fys) Kolkata

Subject: Posting of SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks to CGDA's Office – Panel for the year 2017-18

Policy for posting of staff/officers up to the level of SAOs in HQrs office has been examined in this office. As per the approval of the competent authority it has been decided to prepare a panel of Sr. AOs/AOs, AAOs/Sr. Auditors/Auditors/Clerks yearly, for posting to the CGDA office, as per the criteria laid down in sub-paras (i) to (iii) below and having experience in any of the area of work mentioned in sub paras (iv) to (vi) below. The Panel will lapse on 31st March of every year.

ELIGIBILITY & EXPERIENCE

- i) Minimum APAR grading should be 8 and above for last five years.
 - ii) At least 5 years of left over service i.e. maximum age 55 years.
 - iii) No disciplinary/indebtedness case is pending against them.
 - iv) Working experience in main office of Regional Controllers/Functional Controllers in the following area: - Store contract, Pension, Pay-Tech, Factory accounting, Local Audit exposure (Army/Navy/AF/MES and Border Road).
 - v) Working experience in IFA offices.
 - vi) Work experience in pension matters.
2. Minimum tenure will be five years in the HQrs office. Further extension in the period, for administrative reasons, in an exceptional case, would be considered on case to case basis in HQrs office.
3. As an exception, AAOs and staff who having put in less than five years of total service, would be considered for posting to HQrs IT & S Wing on requirement basis taking into account relevant background/qualification in the desired field. Therefore, their names will also be considered for the panel.
4. The officers/staff on completion of prescribed tenure in HQrs office, may be considered for posting to their choice station (s) if administratively feasible.

....Contd/-....

5. It is, therefore, requested that names of SAOs/AOs, AAOs & Sr. Auditors/Auditors/Clerks having requisite experience and fulfill the criteria may please be furnished to this office in the prescribed proforma so as to reach this HQrs before 30/3/2017. For subsequent panels, names may be furnished to HQrs office by 30th March of every year for consideration of posting in HQrs office during next financial year. This may please be noted for compliance.

6. Further, it has also been decided with the approval of the competent authority that every PCDA/CDA must sponsor 2 SAOs/AOs, 3 AAOs and 5 staff (Sr. Auditor/Auditor/Clerk) for the panel every year.

7. There is no bar for the officers/staff not selected in the previous panel for applying in fresh panel. If name of an officer/staff has already figured amongst the list of volunteers/station seniors or any other panel, sent to HQrs office, a suitable endorsement may be made against his/her name.

8. It may be ensured that these instructions are circulated to all affiliated IFAs & sub-offices in the organisation. PCA (Fys) Kolkata is also requested to circulate the same to the CIA (Fys) and all their sub-offices including IFA & IAs Cells. Names of officers/staff may be forwarded on separate proforma (copy enclosed).


(Kavita Garg)
Sr. Dy. CGDA (AN)

Copy for information to:

1. PPS to the CGDA.
2. SPS to the Addl. CsGDA.
3. PS to the Jt. CsGDA.
4. IT& S Wing for uploading the circular on web.

PROFORMA FOR POSTING IN HQrs. OFFICE
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	ROSTER No. (Mandatory in case of SAO/AO/AAO)					
3	GENDER (Male / Female)					
4	NAME					
5	GRADE (SAO/AO/AAO/Sr.AUDITOR/AUDITOR/CLERK)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (In the present grade)					
9	Whether appearing in ensuing SAS Part-II (in case of Staff)					
10	HOME TOWN (Specific District as per Service Record & not Village or State)					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
12	APAR GRADING (Upto two decimal places)					
13	Nature of Experience (refer para 1 of the circular)					
14	Whether EDP trained (Yes/No) (If yes, specify project)					
15	Educational / Technical Qualification (with detail)					
It is to undertake that the information furnished above are correct.						
16	Date: ___/___/20___				(SIGNATURE OF APPLICANT)	
(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)						
(To be filled by the Controller's office)						
17	REMARKS					
18	Date: ___/___/20___				(SIGNATURE AND SEAL OF GO(AN))	

2/10/11