

कार्यालय रक्षा लेखा प्रधान नियंत्रक (सी.स.) रिंग रोड, नारायणा, दिल्ली छावनी - 110010  
Office of the Principal Controller of Defence Accounts ( Border Roads),  
Ring Road, Naraina, Delhi Cantt - 110010

No.AN/I/017/Prom/Adr to SA

Dated: 18-01-2018

To,

1. The CDA (BR) Guwahati
2. The Jt.CDA (BR) Chandigarh
3. The PAO (GREF) Pune
4. The Officer-in-Charge AN-III Section (Local)
4. The IFA (BR), Delhi Cantt


Sub: Promotion of Auditor to the grade of Senior Auditor for the vacancy period  
01-04-2018 to 31-12-2018 being transition year.

\*\*\*\*\*

A copy of HQrs office letter No.AN/XI/11060/Promotion/Corrs/2017 dated  
16-01-2018 is forwarded herewith for your information and necessary action please.


2. As per ibid letter the information may be forwarded to this office latest by  
22-01-2018.
3. Nil report is also required.
4. **The time line may be strictly adhered to please.**

Encl's: 08 Sheets.

  
(Amit Kumar)  
Group Officer (AN)

1. The EDP Section  
(Local)

With request to upload the PCDA(BR) website.

  
(Amit Kumar)  
Group Officer (AN)

# Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

NO.AN/XI/11060/Promotion/Corrs./2017

Dated:16.01.2018

To

All PCsDA/PCsA(Fys)/CsDA

**Subject:** Promotion of Auditor to the grade of Senior Auditor for the Vacancy period 01.04.2018 to 31.12.2018 being transition year.

Reference is invited to the provisions contained in DOP&T O.M bearing No. 22011/4/2013-Estt (D) dated 08.05.2017 according to which certain changes may be effected in the DPC procedure in partial modification of DOP&T O.M. No.22011/5/86-Estt.(D) dated 10.04.1989, O.M. No.22011/9/98-Estt.(D) dated 16.06.2000, O.M.No.22011/9/98-Estt.(D) dated 08.09.1998 and O.M. No.22011/6/2013-Estt.(D) dated 28.05.2014(crucial date of eligibility). Accordingly, it is requested to convene a DPC to adjudicate those Auditors, as per details given below, to adjudge their fitness or otherwise for promotion to the grade of Senior Auditor on the basis of their APARs for the years 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12 in terms of existing provisions under Column 11 of Recruitment Rules for the post of Senior Auditor i.e. S.R.O.58 dated 11.09.2013 (Published on 21.09.2013). While considering the APARs the provisions contained in DOP&T O.Ms. on the subject may also be kept in view.

**(A) Fresh Cases**

(i) Auditor, in the scale of pay of Rs.5200-20200 plus grade pay Rs.2800 in the pay band-I [6<sup>th</sup> CPC] with six years service (appointed after 21.09.2013) as on 01.04.2018 in the grade rendered after appointment thereto on regular basis and successfully completed two week training in relation to the duties of higher posts imparted at various Regional Training Centers functioning under the department, are eligible for consideration for promotion to the grade of Senior Auditor.

(ii) The eligibility service for promotion to the grade of Senior Auditor shall continue to be three years for person holding the feeder posts of Auditor on regular basis on the date of notification of the revised rules i.e. on 21.09.2013.

(iii) Further, where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

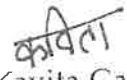
[Note: It is stated that the individuals who were holding the feeder post of Auditor on regular basis as on 21.09.2013 have already been promoted to the grade of Senior Auditor. Further, individuals who have been appointed after 21.09.2013 would be eligible for promotion to the grade of Senior Auditor after six years of their regular service which will probably due in 2020.]

(B) Review Cases

All left over cases/unfit cases/sealed cover cases.

2. As such, DPC proceedings along with adjudication report of the eligible Auditors as per Para 1(B) above in the attached proforma (Sl. No. I to VI) may kindly be uploaded on CGDA mail ID: [hqanxi.dad@hub.nic.in](mailto:hqanxi.dad@hub.nic.in) in MS Excel Format and the hard copy of the same may be forwarded so as to reach this HQrs office latest by 31.01.2018. It may also be ensured that no eligible individual falling within the zone of consideration has been left out of adjudication. It may please also be ensured that the format of Excel Sheet is not tampered with and the dates mentioned in the data are as per "DD-MM-YYYY" format.

3. Nil report is also required.

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

**FRESH CASES**

**PROFORMA NO. 1 (DIRECT RECRUIT)**

**STATEMENT SHOWING DETAILS OF AUDITOR (Directly recruited through SSC) FOR PROMOTION TO Sr. AUDITOR'S GRADE**

Sl No.	NAME	A/C No.	Date of Birth (DD-MM-YYYY)	Year of Exam	ROLL NO Allotted by SSC	All India Rank earned in SSC Exam	Zonal rank	Zone from which selected	Date of offer of Appointment (DD-MM-YYYY)	Date of Appointment (DD-MM-YYYY)	Date of Confirmation (DD-MM-YYYY)
1	2	3	4	5	6	7	8	9	10	11	12

Whether UR/SC/ST	Whether two weeks training Successfully completed	Whether physically handicapped viz. OH, VH or hearing	Grading of APAR (2015-16, 2014-15,2013-14, 2012-13 and 2011-12)	Recommendations of DPC	Organization	Remarks
13	14	15	16	17	18	19

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OMs on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED  
PCDA/CDA

FRESH CASES

PROFORMA NO. II (PROMOTE AUDITORS)  
STATEMENT SHOWING DETAILS OF AUDITOR FOR PROMOTION TO Sr. AUDITOR'S GRADE.

Sl No.	NAME	A/C No.	Date of Birth (DD-MM-YYYY)	Date of offer of Appt with merit No. in Clerk grade (DD-MM-YYYY)	Date of Appointment in clerk grade (DD-MM-YYYY)	Date of Confirmation (DD-MM-YYYY)	Date of promotion in Auditor Grade (DD-MM-YYYY)
1	2	3	4	5	6	7	8

Whether UR/SC/ST	Whether two weeks training Successfully completed	Whether physically handicapped viz. OH, VH or hearing	Grading of APAR (2015-16,2014-15, 2013-14,2012-13 and 2011-12)	Recommendations of DPC	Organization	Remarks
9	10	11	12	13	14	15

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OM's on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED  
PCDA/CDA

**REVIEW CASES**

**PROFORMA NO. III (DIRECT RECRUIT)**  
**STATEMENT SHOWING DETAILS OF AUDITOR (Directly recruited through SSC) FOR PROMOTION TO Sr. AUDITOR'S GRADE.**

Sl No.	NAME	A/C No.	Date of Birth (DD-MM-YYYY)	Year of Exam	ROLL NO Allotted by SSC	All India Rank earned in SSC Exam	Zonal rank	Zone from which selected	Date of offer of Appointment (DD-MM-YYYY)	Date of Appointment (DD-MM-YYYY)	Date of Confirmation (DD-MM-YYYY)
1	2	3	4	5	6	7	8	9	10	11	12

Whether UR/SC/ST	Whether two weeks training Successfully completed	Whether physically handicapped viz. OH, VH or hearing	Grading of APAR	Recommendations of DPC	Organization	Remarks
13	14	15	16	17	18	19

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&TOMs on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED  
PCDA/CDA

## REVIEW CASES

PROFORMA NO. IV (PROMOTEE AUDITORS)  
STATEMENT SHOWING DETAILS OF AUDITOR FOR PROMOTION TO Sr. AUDITOR'S GRADE.

Sl No.	NAME	A/C No.	Date of Birth (DD-MM-YYYY)	Date of offer of Appt with merit No. in Clerk grade (DD-MM-YYYY)	Date of Appointment in clerk grade (DD-MM-YYYY)	Date of Confirmation (DD-MM-YYYY)	Date of promotion in Auditor Grade (DD-MM-YYYY)
1	2	3	4	5	6	7	8

Whether UR/SC/ST	Whether two weeks training Successfully completed	Whether physically handicapp ed viz. OH, VH or hearing	Grading of APAR	Recommendations of DPC	Organization	Remarks
9	10	11	12	13	14	15

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OMs on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED

PCDA/CDA

**PROFORMA NO. V FOR INTER DEPARTMENTAL CASES**

**STATEMENT SHOWING DETAILS OF AUDITOR (Appointed as IDJ in post of Auditor) FOR PROMOTION TO Sr. Auditor's Grade**

Sl No.	NAME	A/C No.	Date of Birth (DD-MM-YYYY)	Date of Appointment in DAD in Auditor grade (DD-MM-YYYY)	Date of Confirmation (DD-MM-YYYY)	Whether UR/SC/ST
1	2	3	4	5	6	7

Whether two weeks training Successfully completed	Whether physically handicapped viz. OH, VH or hearing	Grading of APAR (2015-16,2014-15, 2013-14,2012-13 and 2011-12)	Recommendations of DPC	Organization	Remarks
8	9	10	11	12	13

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OM's on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED

PCDA/CDA



**PROFORMA VI FOR REVIEW CASES**

**ANTECEDENT CASES OF AUDITORS FOR PROMOTION TO SENIOR AUDITOR GRADE**

Sl No.	NAME	A/C No.	Date of Birth (DD/MM/YYYY)	Year of Exam	ROLL NO Allotted by SSC	All India Rank earned in SSC Exam	Zonal rank	Zone from which selected	Date of offer of Appointment (DD/MM/YYYY)	Date of Appt in Auditor's Grade (DD/MM/YYYY)	Date of Confirmation (DD/MM/YYYY)
1	2	3	4	5	6	7	8	9	10	11	12

Whether UR/SC/ST	Whether two weeks training Successfully completed	Date of promotion to Sr. Aud grade, if promoted	Whether physically handicapped viz. OH, VH or hearing	Grading of APAR	Organization	Date from which requested for promotion (DD/MM/YYYY)	Name of junior who has already promoted to Sr. Aud Grade
13	14	15	16	17	18	19	20

A/C No. of junior	Date of offer of appointment of junior in Aud Grade	Date of appointment of junior in Aud Grade	Year of Exam of junior	Roll NO. of junior	All India Rank of junior in SSC Exam	Zonal rank of junior	Zone from which junior is selected	Date of promotion of junior in Sr. Aud Grade	Recommendations of DPC	Remarks
21	22	23	24	25	26	27	28	29	30	31

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/ vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OM's on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED

PCDA/CDA