

CIRCULAR IMMEDIATE/ TOP PRIORITY

No. AN/III/1672/XVI
OFFICE OF THE PCDA
AGRAM POST
BANGALORE
DATED: 02 Sep 2020

TO,
ALL SECTIONS IN MAIN OFFICE
ALL SUB OFFICES UNDER PCDA BANGALORE

SUB: Promotion of MTS to the grade of Clerk on Seniority-cum-fitness basis for the
Vacancy year 2021

It has been intimated by HQrs. Office vide their letter dated 27.08.2020 to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted upto **December 2008** for consideration of their promotion to the grade of Clerk.

In view of the above, the names of MTS (erstwhile Record Clerks promoted upto **July 2009**) may be forwarded in the Proforma enclosed(uploaded in PCDA website) so as to reach this office positively by **21.09.2020** in order to enable this office to furnish the same to HQRs Office within the stipulated date.

Also ensure that no eligible individual is left out from your office/section. 'Nil' report is also required.

Encl : as above

sd -
Sr. Accts Officer (AN)

Copy to:
The Officer i/c - for uploading in the website
OA Cell
(Local)

V.S. Nayak
Sr. Accts Officer (AN)



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) /11401/DPC/2021/MTS to Clerk,

Dated:27.08.2020

To,

The PCA (Fys) / All PCsDA/CsDA

Subject: Convening of DPC for the vacancy year 2021 regarding promotion of MTS to the grade of Clerk on Seniority-cum-Fitness basis.

The Model Calendar for conducting DPC issued vide DoP&T O.M No. 22011/4/2013-Estt (D), dated 08.05.2017 stipulates that the Select Panel prepared by the DPC for promotion should be ready by 31st December preceding the Vacancy Year. It is, therefore, requested to convene DPC in respect of eligible MTS serving under your administrative control (i.e erstwhile Record Clerks promoted up to December, 2008) in terms of provision laid down at Para (iii) under column 11 of Recruitment Rules of Clerk (i.e against 5% of vacancy to be filled on seniority-cum-fitness basis) for promotion to the grade of Clerk for the vacancy year 2021.

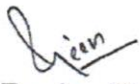
2. Further as per the provisions contained in DoP&T ibid O.M dated 08.05.2017 the crucial date of eligibility for promotion to the grade of Clerk for the vacancy year 2021 is 1st January, 2021. Therefore the MTS (i.e erstwhile Record Clerks promoted up to July 2009) who fulfill the eligibility criteria for promotion to the grade of Clerk as on 01.01.2021 are required to be considered by the DPC for promotion. Further the APAR for the preceding five year viz 2018-19, 2017-18, 2016-17, 2015-16 and 2014-15 are reckonable by the DPC for consideration of promotion of the candidate against the Vacancy Year 2021 in terms of DoP&T ibid O.Ms.

3. The DPC is required to follow the instructions issued in DoP&T O.M No. 22011/5/86-Estt. (D), dated 10.04.1989 as amended from time to time. Further the cases involving discipline/criminal prosecution/under currency of penalty etc are required to be adjudicated/processed in terms of provisions contained in DoP&T O.M No. 22011/4/91-Estt. (A), dated 14.09.1992 and amended vide O.M No. 22011/4/2007-Estt. (D), dated 28.04.2014 and dated 21.11.2016. Further carry over cases of MTS of previous year i.e Sealed

Cover/Unfit cases are also required to be adjudicated by the DPC for promotion to the grade of Clerk against the vacancy year 2021.


4. The DPC Proceeding along with Adjudication Report of the eligible MTS in the Performa (Annexure-A) enclosed with this letter may please be sent to reach this HQrs office latest by **31/10/2020**. It may also be ensured that no eligible individual falling within the zone of consideration has been left for adjudication. The requisite information in MS Excel format may also be uploaded on CGDA Admin (Estt-Others) mail ID admnx.cgda@nic.in . It may also be ensured that the format of Excel sheet is not tampered with, no columns are left blank and the dates mentioned in the data are as per "DD-MM-YYYY" format.

Nil report is also required.
Please acknowledge receipt.


Rajeev Ranjan Kumar
Dy. CGDA (Admin.)

Copy to:

1. **Officer-in-Charge**
AN-IV Section (Local) } For information and similar necessary action please.


Rajeev Ranjan Kumar
Dy. CGDA (Admin.)

Annexure-'A' to HQ's Office letter No. AN/Estt-Others/11401/DPC/2021/MTS to Clerk, Dated: 08.2020

**PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF MTS (ERSTWHILE RECORD CLERK)
TO THE GRADE OF CLERK (ON SENIORITY-CUM-FITNESS BASIS) FOR THE VACANCY YEAR 2021.**

Sl. No.	Name	A/c No.	Date of Birth (DD-MM-YYYY)	Date of Offer of Appointment (DD-MM-YYYY)	DOA as Group 'D' (DD-MM-YYYY)	DOP as Record Clerk if any (DD-MM-YYYY)	Whether UR/SC/ST
1	2	3	4	5	6	7	8

Whether physically handicapped viz. OH, VH or Hearing	Integrity (Certified/Not Certified)	Grading of APARs					Recommendations of DPC (FIT/ UNFIT/SEALED COVER)	Organization	Remarks
		2014-15	2015-16	2016-17	2017-18	2018-19			
9	10		11			12	13	14	

Certified that:

1. The individual is not related to any of 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 mentioned individual(s), the provisions contained in HQ office circular No. AN/XI/1060/I/Vol IV Dated 18.09.89 have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED
PCDA/CDA