

CIRCULAR IMMEDIATE/TOP PRIORITY

NO: AN/III/0211/Vol. XVII
Office of the PCDA,
107, Lower Agram Road,
Bengaluru - 560007.
Dated: 18.01.2018

To
ALL SUB OFFICES UNDER PCDA BENGALURU
ALL SECTIONS IN MAIN OFFICE.

SUB: Promotion of Auditors to the Grade of Sr. Auditors - Reg.

HQrs office vide their circular dated 16.01.2018 has 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 (6th 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 on 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 their requisite 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 be due in 2020.)

(B) REVIEW CASES:

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

Before forwarding NIL Report, it is requested to ensure that no eligible individual is left out.

The information may be forwarded to this office positively by 24.01.2018 in the proforma available in PCDA Bangalore website (Annexure to this circular) so as to enable this office to furnish the same after adjudication by Board to HQrs. Office within the stipulated date, i.e., 31.01.2018.

'NIL' reports are also required.

All local offices/sections are requested to hand over the reports by hand directly to AN III Section and outstation offices are requested to send the reports by FAX without fail.

Encl: As above

Copy to:

The Officer-in-Charge: for uploading in Website.
OA Cell.

Sd/xxxx
[GEETHA VARDARAJAN]
Sr.ACCOUNTS OFFICER [AN]

V.S. Manjula
[GEETHA VARDARAJAN]
S.A.O.

FRESH CASES

PROFORMA NO. II (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 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 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. I (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 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. 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 handicapped 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

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&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

ANTEDEDATION 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 APPAR	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 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 IDT in post of Auditor) FOR PROMOTION TO Sr. AUDITOR'S GRADE.

SI 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