
	<p>OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS #107, Lower Agram Road Agram Post Bangalore - 560007 Tel Number - 29710474/475 Extn - 114 Fax Number - 29710132/33 Mail id - pcdabladmin3.dad@hub.nic.in</p>	
---	---	---

CIRCULAR IMMEDIATE/ TOP PRIORITY

No. AN/III/1672/XVI
DATED: 28 Aug 2023

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 **2024**

It has been intimated by HQrs. Office vide their letter No. AN-XI/11151/MTS to Clerk/SCF/2024 dated 21.08.2023 to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted upto **December, 2009**) for consideration of promotion to the grade of Clerk against the vacancy year – 2024 on seniority-cum-fitness basis.

Further, details regarding carry over cases of MTS of previous year with reasons are also required for adjudication by DPC.

In view of the above, the names of MTS (erstwhile Record Clerks promoted upto **December, 2009** & carry over cases), may be forwarded in the Proforma enclosed (Annexure 'A') so as to reach this office positively by **08.09.2023** 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.

All local officers/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/Mail without fail.

Encl : as above

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


Sr. Accounts Officer (AN)


Sr. Accounts Officer (AN)

Annexure-'A' to HQrs Office letter No. AN/XI/11151/MTS to Clerk/SCF/2024, Dated:21.08.2023
**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 2024.**

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
		2017-18	2018-19	2019-20	2020-21	2021-22			
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. 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