



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PCDA

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007
No. 107, Lower Agram Road, Agram Post, Bangalore – 560 007
Tele: 080-29710474/29710475, FAX No: 080-29710132/133
फोन नं./Phone No. - 29710474, 29710475
फैक्स नं./Fax No. – 29710132/133
e-mail: pcdablradmin3.dad@hub.nic.in



CIRCULAR IMMEDIATE/ TOP PRIORITY

No. AN/III/1672/XVI
DATED: 18th Aug 2022

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 **2023**

It has been intimated by HQrs. Office vide their letter No. AN-XI/11401/DPC/2023/MTS to Clerk dated 12.08.2022 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 – 2023 on seniority-cum-fitness basis.

Further, as mentioned in the said letter, the crucial date of eligibility for promotion to the grade of Clerk for the vacancy year 2023 is 1st January, 2023. Therefore **the MTS those who have appointed in the year up to December 1987** are also required to be considered for promotion to the grade of Clerk for the vacancy year – 2023. 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**, those who have appointed in the year up to December 1987 & carry over cases), may be forwarded in the Proforma enclosed (Annexure 'A') so as to reach this office positively by **31.08.2021** 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

Sr. Accounts Officer (AN)

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

-Sd-
Sr. Accounts Officer (AN)

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 2023.

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
		2016-17	2017-18	2018-19	2019-20	2020-21			
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/11060/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