

CIRCULAR
IMMEDIATE/ TOP PRIORITY

NO. AN/III/1672/XVI
OFFICE OF THE PCDA
AGRAM POST
BANGALORE

DATED: 22.10.2018

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

SUB: Promotion of erstwhile RECORD CLERKS (NOW MTS) to Clerk Grade – Reg.

It has been intimated by HQrs. Office to convene a DPC to adjudicate MTS (erstwhile Record Clerks promoted upto 30.04.2008) for consideration of their promotion to the grade of Clerk.

In view of the above, the names of MTS (erstwhile Record Clerks promoted upto 30.04.2008) may be forwarded in the proforma given overleaf so as to reach this office positively by 26.10.2018 in order to enable this office to furnish the same to HQrs Office within the stipulated date, i.e, 31.10.2018.

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

-Sd-
[R. KRISHNAN,]
SR. ACCOUNTS OFFICER (AN)

Copy to:

✓ The Officer I/c
OA Cell

- with a request to upload the circular in PCDA
Bangalore website.

[Signature]
[R. KRISHNAN,]
SR. ACCOUNTS OFFICER (AN)

Annexure-'A'

Date: 17/10/2018

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

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	Whether Typing Test Passed/Not passed/Exempted	Grading of APARs					Recommendations of DPC (FIT/ UNFIT)	Organization	Remarks
		2012-13	2013-14	2014-15	2015-16	2016-17			
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/II/Vo/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