



कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर-482001

Office of The Controller of Defence Accounts,  
Ridge Road, Jabalpur ( M. P. ) - 4 8 2 0 0 1

Website: [www.cdajabalpur.nic.in](http://www.cdajabalpur.nic.in) E-mail: [cda-jbl@nic.in](mailto:cda-jbl@nic.in) Tele. No. 0761-2608012-13 FAX No. 0761-2605622

**Important Circular**

No. AN/II/1192/Promotion/Clerk to Auditor/Vol-X

Dated: 18/01/2018

To,

The Officer-in-Charge  
All Sub Offices  
All Sections in Main Office

Sub:- Promotion of Clerk to the Grade of Auditor for the Vacancy Period 01/04/2018 to 31/12/2018 being Transition Year.

Ref:- HQrs Office Letter No. AN/XI/11151/2017, Dtd. 16/01/2018.

\*\*\*\*\*

Please find enclosed copy of HQrs Office letter. All cases falling in the criteria of letter cited under reference should be forwarded in enclosed proforma to this Office/ Section latest by **25/01/2018** through email at [cda-jbl@nic.in](mailto:cda-jbl@nic.in).

2. The Officer-in-Charge may personally review the names included in the report to ensure that no eligible name(s) has been omitted, No Disciplinary/ Vigilance case is pending against the individuals and a certificate to that effect also may please be furnished along with the report.

3. No separate hard copy of the circular is being dispatched. The circular may be downloaded and necessary action taken immediately.

Encl: As Above.

Sr. Accounts Officer (AN)

**Copy to:**

The Officer-in-Charge  
OA Cell (Local)

}

For uploading on CDA Jabalpur website.

--sd--

Sr. Accounts Officer (AN)

# CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.-10

No. AN/XI/11151/2017

Dated : 16/01/2018

To

The PCA (Fys) / All PCsDA/CsDA  
(Through CGDA Website)

Subject: **Promotion of Clerk to the grade of Auditor for the vacancy period 01.04.2018 to 31.12.2018 being transition year.**

Reference is invited to the provisions contained in DOP&T O.M bearing No.22011/4/2013-Estt. (D) dated 08.05.2017 according to which certain changes may be affected in the DPC Procedure in partial modification of DOP&T O.M No.22011/5/86-Estt (D) dated 10.04.1989 ,O.M No. 22011/9/98-Estt (D) dated 16.06.2000 ,OM No. 22011/9/98-Estt.(D) dated 08.09.1998 and Om No.22011/6/2013-Estt(D) dated 28.05.2014 (Crucial date of eligibility). Accordingly it is requested to convene a DPC as per Annexure 'A' to adjudicate those clerk-cum-typist who are holding the feeder post of clerk-cum-typists on regular basis as on the 26<sup>th</sup> day of September 2009 and completing eight years of qualifying service in the grade on 01/04/2018 for the promotion to the grade of Auditor on the basis of their APARs for the years 2015-16 , 2014-15,2013-14,2012-13, and 2011-12 as per Recruitment Rules for the Post of Auditor as amended vide SRO No. 23 dated 03/05/2016. While considering the APARs the provisions contained in DOP&T OMs on the subject may also be kept in view.

2. As per SRO No. 23 dated 03/05/2016, para 1 of column 12, for 40% of promotion from amongst clerk-cum-typists to the post of Auditor , the minimum service criteria have been increased to 13 years from eight years, as such all such leftover cases may also be considered while adjudicating the case. It may be ensured that no cases have been left over.
3. DPC Proceeding along with adjudication report of the eligible clerks in the Performa enclosed with this letter may kindly be sent to reach this HQrs office latest by 31/01/2018. 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 [hqanxi.dad@hub.nic.in](mailto:hqanxi.dad@hub.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.

  
Kavita Garg  
Sr. Dy. CGDA (AN)

**STATEMENT SHOWING DETAILS OF CLERKS (who have completed 8 years as on 01/04/2018) FOR PROMOTION TO AUDITOR'S GRADE**

Sl. No.	Name	A/c No.	Whether UR/SC/ST	Date of Birth	DOA as Group "D"	DOP as Record Clerk	Offer of Appointment in Clerk's Grade	DOP/ Appointment as Clerk
1	2	3	4	5	6	7	8	9

Year of Examination in SSC as Clerk	Roll No.	All India Rank/ Merit No.	Whether Typing Test Passed/ Not Passed/ Exempted	(Whether P/D/ID/C ** ** P - Promotee D - Direct ID - Inter Deptt. C - Compassionate	Whether physically handicapped viz. OH, VH or hearing	Remarks
10	11	12	13	14	15	16

Signature  
Officer-in-Charge