



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 E-mail: cda-jbl@nic.in Tele. No. 0761-2608012-13 FAX No. 0761-2605622

Important Circular

No. AN/II/1192/Prom/Aud to SA/Vol- X

Dated: 31/08/2017

To,

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

Sub:- Promotion/Antedation of Auditor in the Grade of Sr. Auditor.

Ref:- HQrs Office Letter No. AN/XI/11060/Promotion/Corrs/2017, Dtd. 30/08/2017.

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 20/09/2017 through email at 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~~ ^{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.

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Sr. Accounts Officer (AN)

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt-110010

No. AN/XI/11060/Promotion/Corrs/2017

Dated: 23.08.2017

30

To

All PCsDA/PCsA(Fys/CsDA

Subject: Promotion/Antedation of Auditor in the grade of Senior Auditor

Reference: This HQrs office circulars bearing Nos. (i) AN/XI/11060/2016/Vol.I dated 22.11.2016 & 06.12.2016 and (ii)AN/XI/11060/Antedation/2017/Vol-1 dated 09.05.2017.

Promotion to the post of Senior Auditor was approved vide HQrs office letter No. AN/XI/11060/2017/Vol.I dated 11.04.2017, wherein 18 Auditors were approved for promotion to the post of Sr. Auditor and 22 Auditors were approved for promotion subject to clearance of mandatory two weeks training. Consequent upon issue of above letter and on receipt of queries arisen out of the issue of above letter, a circular dated 09.05.2017 was issued under which CsDA/PCsDA were requested that all pending cases of Promotion/Antedation, if any, may be examined & reviewed in their office as per the clarification given therein and the fit cases may be forwarded to HQrs office in the enclosed proforma, along with supporting documents and DPC latest by 30.05.2017. However, a number of queries are still being received in this HQrs office wherein the controllers mainly (i) Seeking clarification regarding criteria for deciding the seniority of Auditors (SSC rank or date of joining or both) for making comparison to that Auditors who have been promoted vide HQrs office letter dated 11.04.2017. (ii) Seeking information regarding the SSC ranking and details of junior most Auditor promoted vide this HQrs letter dated 11.04.2017 and (iii) seeking clarification regarding criteria for deciding the seniority of SC/ST candidates.

2. The matter has been examined in this HQrs office and the competent Authority has decided to call for the adjudication report along with DPC proceedings of following Auditors (Roster No.792 to 1726) on the basis of their APARs for the years 2013-14, 2014-15 and 2015-16 subject to the condition that they have completed probation period and successfully completed two week of training in relation to the duties of higher posts imparted at various Regional Training Centers functioning under the department.

P.T.O.

- (i) Direct recruited Auditors of CGL 2012 batch.
- (ii) Promotee Auditors who have been promoted between 01.04.2013 to 31.03.2014.
- (iii) Compassionate appointment cases who have joined before 21.09.2013.

3. It is requested that all such pending cases, if any, may be examined & reviewed in your office and the fit cases may be forwarded to HQrs office in the enclosed proforma, along with supporting documents and DPC latest by 29.09.2017. It is again pertinent to mention that the names of Auditors who have not **successfully completed two weeks training or who have not completed probation should not be considered for Antedation/Promotion**. The Principal Controllers/Controllers are requested to evaluate the case(s) at their level and convene a DPC for eligible candidates and thereafter forward the DPC Proceedings and Adjudication Report clearly mentioning the case as Fit/Unfit or Sealed cover. It must be ensured that all columns of the proforma are complete. Specific entries be made in the Adjudication Report regarding the successful completion of requisite training as stipulated in the Recruitment Rules of Senior Auditors.

4. As regards earlier Antedation Cases where decision from HQrs office is pending it is requested to forward pending Antedation Cases along with photocopies of the relevant documents concerning each case including references of all previous correspondence and DPC cum Adjudication Report etc. It may be ensured that APAR Grading of last three years prior to date of Antedation/Promotion is to be considered for the purpose of DPC.

5. All cases falling in the above mentioned criteria be forwarded, in enclosed **proforma** to this office latest by 29.09.2017 through email at hqanxi.dad@hub.nic.in.

The copy by post may not be awaited.


(Kavita Garg)
Sr. Dy. CGDA (AN)

FRESH CASES

PROFORMA NO. 1 (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 HQ office circulars No. 0632/AN/F-dated 04/12/73 & 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 -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED

PCDA/CDA

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	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 HQ office circulars No. 0632/AN/F-dated 04/12/73 & 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 -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 HQ office circulars No. 0632/AN/F-dated 04/12/73 & 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 -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.

SI 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 HQ office circulars No. 0632/AN/F-dated 04/12/73 & 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 -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.

Sl 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	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 HQ office circulars No. 0632/AN/F-dated 04/12/73 & 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 -1

MEMBER OF DPC-2

CHAIRMAN OF DPC

APPROVED

PCDA/CDA

PROFORMA FOR REVIEW CASES

ANDEDATION 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 APAR	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:

- The individual is not related to any member of DPC.
- No disciplinary/ vigilance case is pending or being contemplated against the individual.
- Service particulars have been verified from the service documents and found correct.
- While adjudicating the case of the above individual(s), the provisions contained in HQ office circulars No. 0632/AN/F-dated 04/12/73 & AN/XI/110 Vol. IV dated 18/09/89 have been kept in view by the DPC.
- 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