



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171
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महत्वपूर्ण परिपत्र सं./ Important Circular No. – 80

(र.ले.नि. गुवाहाटी वेबसाईट के माध्यम से/Through CDA Guwahati website)

सं./No. AN/1 C/727/Prom/Vol-XLIX

दिनांक/Dated: 25/08/2022

सेवा में / To

प्रभारी अधिकारी

The Officer(s)-in-charge

1) मु. का. के सभी अनुभाग

All Sections of MO CDA Guwahati

2) सभी अधीनस्थ कार्यालय

All Sub-Offices under CDA Guwahati

विषय /Sub:

- 1) Convening of DPC for the vacancy year 2023 regarding promotion of Clerk to the grade of Auditor.
- 2) Convening of DPC for the vacancy year 2023 regarding promotion of Auditor to the grade of Sr. Auditor.

संदर्भ /Ref.:

HQrs Office letters No. AN-XI/11401/DPC/2023/Clerk to Adr. dated 12/08/2022 and .
No. AN-XI/11401/DPC/2023/Adr. to SA dated 12/08/2022

With reference to HQrs Office letters cited above, it is intimated that DPCs have to be convened as per criteria laid down by HQrs Office ibid letters. Many Clerk-cum-typists and Auditors have been newly posted in and their service-documents are not yet available in this organization/ office.

In view of the above, it is requested that those officials who fulfill the following criteria may please send in their details as per ANNEXURE-C (for Clerks) and ANNEXURE-D (for Auditors).

- i) Clerk-cum-typists who have rendered minimum of 13 (thirteen) years of regular service in the grade as on 01.01.2023.
- ii) Clerk-cum-typists who held the feeder post on regular basis as on 26/09/2009 and have completed 08 years of service.
- iii) Auditors with six years service in the grade rendered after appointment thereto on regular basis as on 01.01.2023 and successfully completed two weeks training in relation to the duties of higher posts imparted by RTCs.
- iv) Auditors holding the feeder post on regular basis on the date of notification of the revised rules, i.e., 21/09/2013 (date of publication).

Clerk-cum-typists and Auditors fulfilling the requisite criteria may please send in their details in the prescribed proforma at the earliest, latest by 2nd Sep. 2022, to this office/section via e-mail/speed post for further necessary action.

संलग्नक/Encl.: यथोपरि/As above.

(शांतनु सिंघा / Shantonu Singha)

लेखा अधि. (प्रशा/1 सी) /Accounts Officer (AN/1 C)

वितरण / Distribution:

The Officer-in-charge, IT&SW (Local)

- For uploading the same on CDA Guwahati website.

(शांतनु सिंघा / Shantonu Singha)

लेखा अधि. (प्रशा/1 सी) /Accounts Officer (AN/1 C)

ANNEXURE-D to HQrs. Office letter No. AN-XI/11401/DPC/2023/ Adr to Sr. Adr dated: 12.08.2022

PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF AUDITORS TO THE GRADE OF SR. AUDITOR FOR THE VACANCY YEAR 2023

Sl No.	NAME	A/C No.	DOB	Whether Promotee/IDT /Direct (P/IDT/D)	Direct Auditor							
					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	Date of Appointment	Date of Confirmation
1	2	3	4		5	6	7	8	9	10	11	12

Promotee Auditor				IDT-Auditor		Whether UR/SC/ ST	Whether 02 weeks training Successfully completed	Whether PH viz. OH, VH or hearing	Grading of APAR (2020-21, 2019-20, 2018-19, 2017-18, 2016-17)					Rec. of DPC (FIT/ UNFIT/ SEALE D COVER)	Org	Remarks
Date of offer of Appt with merit No. - in clerk grade	DoA in clerk grade	Date of Confirmation	DoP in Adr Grade	DoA in DAD	Date of Confirmation				2016-17	2017-18	2018-19	2019-20	2020-21			
13	14	15	16	17	18	19	20	21	22					23	24	25

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. The integrity of the individual/individuals is certified.

ANNEXURE-C to HQrs Office letter No. AN-XI/11401/DPC/2023/Clerk to Adr Dated: 12.08.2022
ADJUDICATION REPORT FOR PROMOTION OF CLERKS FOR PROMOTION TO THE GRADE OF AUDITOR FOR THE VACANCY YEAR 2023
(LEFT OVER/CARRY OVER CASES).

SI No.	NAME	A/C No.	Date of Birth	Date of offer of Appointment as in GROUP-D	Date of Promotion as Record Clerk	Offer of Apptt in Clerk Grade	DoP /DoA as Clerk	Year of Exam	SSC Roll No.
1	2	3	4	5	6	7	8	9	10

All India SSC Rank	Whether Typing Test Passed/Not passed/Exempted	Whether UR/SC/ST	Whether PH viz OH, VH or Hearing	Grading of APARs					Recommendations of DPC	Org	Remarks	
				11	12	13	14	15				16
					2016-17	2017-18	2018-19	2019-20	2020-21			

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. The Integrity of the individual/individuals is certified.
4. While adjudicating the case of the above individual(s), the provisions contained in DOP&T OMs on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.