

FAX/SPEED POST
No. AN /IV/8088/XXVII/17
O/o the CDA (Army)
Meerut Cantt
Dated:- 24.11.2016

To

The O I/C
All Sections (Main Office)
All Sub Offices

Sub: - Promotion of Clerk to the grade of Auditor and Auditor to the grade of Sr. Auditor

To enable this office to furnish the DPC in time please furnish the relevant information in enclosed Annexure in r/o-

1. Clerks, who have completed eight(8) years of regular service in Clerk's Grade as on 01/04/2017 for the promotion to the grade of Auditor.
2. Auditors, who had joined on or upto 21/09/2013 and will complete three years of regular service in Auditor's Grade as on 01/04/2017 for the promotion to the Grade of Sr. Auditor.
3. Auditors, who have joined after 21/09/2013 and are senior, in terms of SSC Ranks/Merit, but have not completed three years of regular service as on 01/04/2017 and where their junior are being considered for promotion provided that they have successfully completed the probation period in terms of Note 2 under Column 11 of Schedule of Recruitment Rules.

Report must be forwarded to this office strictly by 05.12.2016 through

Return Fax/Speed Post.

Nil report is also required.

Matter may be treated as most urgent.

Encls: As Above

Copy to:-

OA All
(Local)

→ for displaying on website


Sr. Accounts Officer (AN)

Sd/-
Sr. AO (AN)

PROFORMA

Statement Showing details for promotion of Clerks to the grade of Auditor and Auditor to the Grade of Sr. Auditor

Sl. No.	Name	A/C NO	Whether UR/SC/ST	DOB (DD/MM/YYYY)	Date Of Appointment (DD/MM/YYYY) as MTS/Aud	DOP as Record Clerk (for Clerks)	Offer of Appt. in Clk Gr. (Direct) (for Clerks)	Dt. Of Promotion/ Appointment as Clerk (for Clerks)	Year of Exam. In SSC as Clerk/MTS/Aud	SSC Roll No.	All India Rank/ Merit List	Whether Typing Test Passed/ Not Passed (for Clerks)	Whether P/D/ID P- Promotee, D-Direct, ID-Inter Departmental	Whether Physically handicapped Viz.OH,V H or Hearing	Organization	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	18	19
1																
2																
3																
4																
5																

* All Column duly filled up completely.

* Proforma is common for both Clerks & Auditors; Auditors who joined direct may left the column where "for clerks" is mentioned.

Signature, AAO