



रक्षा लेखा नियंत्रक (सेना)

CONTROLLER OF DEFENCE ACCOUNTS (ARMY)
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी 250001-
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001

No. AN/IV/8088/Prom/MTS to Clerk /2024

Dated:- 28/08/2023

To,

The OI/C
All Sections (Main Office)
All Sub Offices

Subject:- **Convening of DPC for the vacancy year 2024 regarding promotion of MTS to the grade of Clerk on Seniority-cum-Fitness basis.**

Reference: HQrs office letter No. AN/XI/11151/MTS to Clerk/SCF/2024 dated 21.08.23.

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Please refer to HQrs office letter cited under reference (Copy attached) wherein HQrs office has requested this office to convene DPC for promotion from MTS to Clerk.

2. Accordingly it is requested to send the names of MTS who have been promoted as Record Clerks upto December 2009 in the following format.

Sl. No.	Name, Grade & Personnel No.	Date of Birth	Date of Apptt.	Date of Promotion to the Record Clerk.

3. It may also be ensured that no eligible individual falling within the zone of consideration has been left out. If the eligible individual is left out the responsibility will be fixed in the name of forwarding authority.

3. Report must be forwarded to this office strictly by 08.09.2023 through E-mail. Nil report is also required.

Matter may be treated as most urgent.

Note:- email ID – adminfourcda.dad@hub.nic.in

Encls: As above

(Virendra Kumar)
Sr. Accounts Officer (AN)

Copy to:-

IT&S-III Section (Local)

- For uploading on CDA (Army) Meerut Website

UCM



'हर काम देश के नाम'
रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी-110010
UllanBatar Road, Palam, Delhi Cantt.-110010
Ph.011-25665711 e-mail :
hganxi.dad@hub.nic.in

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No. AN-XI/11151/MTS to CLK/SCF/2024

Dated: 21.08.2023

To,

✓ The PCA (Fys) / All PCsDA/CsDA

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Subject: Convening of DPC for the vacancy year 2024 regarding promotion of MTS to the grade of Clerk on Seniority-cum-Fitness basis.

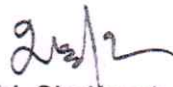
The Model Calendar for conducting DPC issued vide DoP&T O.M No. 22011/4/2013-Estt (D), dated 08.05.2017 stipulates that the Select Panel prepared by the DPC for promotion should be ready by 31st December preceding the Vacancy Year. It is, therefore, requested to convene DPC in respect of eligible **MTS serving under your administrative control (i.e erstwhile Record Clerks promoted up to December, 2009)** in terms of provision laid down at Para (iii) under column 11 of Recruitment Rules of Clerk (i.e against 5% of vacancy to be filled on seniority-cum-fitness basis) for promotion to the grade of Clerk for the vacancy year 2024. The APAR for the preceding five years viz 2021-22, 2020-21, 2019-20 2018-19 & 2017-18 are reckonable by the DPC for consideration of promotion of the candidate against the Vacancy Year 2024.

2. The DPC is required to follow the instructions issued in DoP&T O.M No. 22011/5/86-Estt. (D), dated 10.04.1989 as amended from time to time. Further the cases involving discipline/criminal prosecution/under currency of penalty etc are required to be adjudicated/processed in terms of provisions contained in DoP&T O.M No. 22011/4/91-Estt. (A), dated 14.09.1992 and amended vide O.M No. 22011/4/2007-Estt. (D), dated 28.04.2014 and dated 21.11.2016. Further carry over cases of MTS of previous year i.e Sealed Cover/Unfit cases are also required to be adjudicated by the DPC for promotion to the grade of Clerk against the vacancy year 2024.

— P.T.O. —

3. The DPC Proceeding along with Adjudication Report of the eligible MTS in the Performa (Annexure-A) enclosed with this letter may please be sent to reach this HQrs office latest by 29/09/2023. 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 CGDA Admin-XI mail ID 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.
Please acknowledge receipt.


(Md. Shaheen)
Sr. AO (AN-XI)

Copy to:

1. **Officer-in-Charge
AN-IV Section
(Local)**

} For information and similar necessary action please.


(Md. Shaheen)
Sr. AO (AN-XI)

Annexure-'A' to HQ's Office letter No. AN/XI/11151/MIS to Clerk/SCF/2024, Dated:21.08.2023
PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF MTS (ERSTWHILE RECORD CLERK)
TO THE GRADE OF CLERK (ON SENIORITY-CUM-FITNESS BASIS) FOR THE VACANCY YEAR 2024.

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)	DOA as Record Clerk if any (DD-MM-YYYY)	Whether UR/SC/ST
1	2	3	4	5	6	7	8

Whether physically handicapped viz. O.H. V.H or Hearing	Integrity (certified/Not certified)	Grading of AP/ARs					Recommendations of DPC (FTT/ UNFTT/SEAL/ED COVER)	Organization	Remarks
9	10	11					12	13	14
		2017-18	2018-19	2019-20	2020-21	2021-22			

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. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

APPROVED
PCDA/CDA

CHAIRMAN OF DPC