

“हर काम देश के नाम”



कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग ,पालम ,दिल्ली छावनी -110010
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010



No. AN/III/2151/DPC/AAO to AO/2021

Date: 12th March, 2021

To

All PCsDA / PCA (Fys.) / CsDA / RTCs / AN (Pay) Section (Local)
(Through CGDA website)

Subject: DPC for promotion of AAOs to the grade of Accounts Officer

A proposal to convene a DPC for promotion of eligible Assistant Accounts Officer to the grade of Accounts Officer is under consideration in this HQrs office.

2. Accordingly, it is requested to examine / look into all the cases of AAOs falling within the normal zone / extended zone of consideration, as indicated in **Annexure - 1** enclosed to this circular. The requisite APAR dossiers and other connected documents / certificates / information in respect of eligible AAOs (including AAOs posted with PIFAs / IFAs who are borne on the strength of the PCsDA / CsDA) may be furnished in the prescribed format(s) (enclosed as **Annexure 'A' to 'H'**), at the earliest so that the same may reach this HQrs. Office on or before **09. 04. 2021**. While forwarding the dossiers and DPC related documents / information, it may be ensured that the requisite information / documents have been provided strictly as per the instruction contained in **Annexure- 1 & 2** of this circular.

3. Further, it is intimated that there isn't any restriction on transfer of AAOs who are being considered for the subject DPC. HQrs Office and concerned Pr. Controllers / Controllers may transfer such AAOs as per administrative requirement / Annual Volunteer List. After forwarding the requisite APARs and other DPC related documents, if transfer of above mentioned AAOs is carried out then information regarding such transfer or change in place of posting in respect of the concerned AAO may be furnished immediately through speed post and e-mail on hqan2.cgda@gov.in.


(Ganesh Kumar Baranwal)
Sr. Dy. CGDA (AN)

Copy to: -

1. IT & S Cell (Local) -

With a request to upload the circular on CGDA website.

2. Admin (Estt -AAO) Section (Local)

For necessary action w.r.t. situation mentioned in para 03 above.

— sd —

**(Ganesh Kumar Baranwal)
Sr. Dy. CGDA (AN)**

PREPARATION OF NOMINAL ROLL FOR CONSIDERATION OF THE DEPARTMENTAL PROMOTION COMMITTEE FOR PROMOTION OF ASSISTANT ACCOUNTS OFFICERS TO THE ACCOUNTS OFFICER'S GRADE .

• **Likely zone of consideration**

On the basis of the anticipated vacancies worked out , the zone / extended zone of consideration is likely to cover -

(a) **AAOs belonging to Unreserved (UR) Category up to Roster No. 1100 (New Seniority Roster of AAOs)**

[i.e. up to Roster No. 1948] as per the Seniority Roster of AAOs circulated vide HQrs Office No.AN/XI/11071/Roster/AAO/2014 dated 08.04.2016] .

(b) all AAOs belonging to Reserved Category (SC & ST) who have completed 02 (Two) years of service in AAO grade as on 01.01.2021. It may be ensured that while forwarding the names of SC/ST category AAOs, necessary verification of their caste (SC/ST) status has been carried out. A certificate may be obtained from such AAOs as per the provisions contained in DOp&t OM No. 36011/3/2005-Estt (Res), dated 09.09.2005.

(c) AAOs who have not been promoted to the AO's grade for any reason till date, though their confreres have been promoted, including those AAOs who had been placed under Sealed Covers by the earlier DPCs. Information in respect of AAOs who have been promoted to the grade of Accounts Officer vide earlier promotion order(s) but who are yet to join in the higher grade are also required to be furnished.

Action required to be taken by the Principal Controllers / Controllers :-

• **Preparation of list of eligible Assistant Accounts Officers**

(a) The first step would be to prepare a nominal roll of all the Assistant Accounts Officers serving in the organization and also in respect of those AAOs who may be on deputation but are borne on the proforma strength of the organization as on 01.01.2021 and who are covered in the zone / extended zone of consideration indicated above. This will be a consolidated nominal roll as per **Annexure 'A'**.

(b) A separate list may be prepared in respect of AAOs (falling in the above mentioned zone / extended zone of consideration) who were on strength on 01.01.2020 but who have proceeded on permanent absorption, voluntary retirement, normal retirement, have expired or name of whom has been deleted for any reason on or after 01.01.2020, in the format enclosed as **Annexure 'B'**.

(c) After preparing the nominal roll of all eligible Assistant Accounts Officers, service particulars (strictly from the Service Book & other service documents) may be captured in the format enclosed as **Annexure 'C'**. These particulars are required to be sent in respect of all the AAOs who are covered in the zone of consideration and who were on strength as on 01.01.2021. **Annexure 'C' is**

required to be sent afresh in respect of each AAO even if the same was forwarded earlier. One copy of Annexure C should be placed in the APAR dossier and the second copy should be kept with the forwarding letter in sequence of nominal roll as shown in Annexure 'A'. In case of AAOs whose APAR up to the year 2017-18 have already been forwarded, Annexure 'C' may please be placed along with APAR / MTPARs for the year 2018-19.

- Preparation of the APAR Dossier

- (a) The second step would be to prepare separate dossiers of APAR/MTPAR for last 05 years, i.e. 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19 **(to be placed in ascending order so that APAR for 2018-19 is placed at the top)** in respect of each one of the Assistant Accounts Officers falling in the zone / extended zone of consideration and who were on strength as on 01.01.2021. In respect of cases where, the Principal Controllers / Controllers have already sent APARs up to the year 2017-18, APARs/MTPARs for the year 2018-19 are required to be sent in a separate folder in the similar manner as in the case of fresh AAOs.
- (b) As the APAR / MTPAR are required to be sent to this HQ office **IN ORIGINAL**, their photocopies may be retained at your end.
- (c) The following aspects may please be adhere while forwarding DPC documents (APARs/MTPARs etc.) to this HQ Office:
 - (i) As per the extant DOP&T orders, those who have already been promoted but have not assumed charge in the higher appointment of their own volition after issue of promotion orders till the time the next DPC meets, will require to be reconsidered by the next DPC.
 - (ii) All the AAOs in the zone of consideration for promotion who were in service as on 01.01.2021 are likely to be considered by the DPC.
 - (iii) The gap APAR period(s) are required to be explained adequately (such as 'period less than three months', not continuously served under any reporting officer for three months', etc.). **Separate appropriate certificate(s) duly signed by the Group Officer (AN) may be placed in that particular APAR.** It is the responsibility of the Controller under whom the AAO is serving at present to prepare No APAR Certificates even if the period in question pertains to the service period under some other organization.
 - (iv) In the case of APARs carrying adverse remarks, it needs to be intimate whether the adverse remarks were communicated to the AAO concerned and his/her acknowledgement obtained. Also whether any representation was received, if so, the result thereof. This information may be furnished on a separate sheet of paper, which may, however, be placed in the APAR dossier. Further, **in case integrity column in respect of any of the AAOs is kept blank or not certified, the reasons thereof may also be clarified and placed in officer's APAR dossier.**
 - (v) In case of APAR grading is below benchmark i.e. below '4-Good', a certificate be rendered that the grading below '4-Good' for the years 2014-15 to 2018-19 have been communicated to the officers and the acknowledgement

has been obtained as per the guidelines contained in DOP&T O.M. No. 21011/1/2010-Estt. (A), dated 13.04.2010. Intimation may also be given regarding the status of representation(s), if any, and the final outcome thereof. A certificate in this regard may be prepared as per **Annexure-'H'**.

- It is expected that the APAR/MTPAR up to and for the year 2018-19 in respect of AAOs falling in the above-mentioned zone of consideration must have been processed and finalized. However, if in any particular case, the same is yet to be finalized, action may be taken on priority to finalize the said APAR/MTPAR without delay so as to avoid delay in finalization of the DPC.
- In the case of AAOs on deputation, arrangements may please be made to obtain the wanting APARs from the borrowing Departments immediately either by personal contact or by deputing a representative.
- Preparation of Certificate regarding pending Disciplinary proceedings/Currency of any punishment

A statement regarding disciplinary record of the eligible **Assistant Accounts Officer for last 10 years may be prepared in Annexure 'D'**. With reference to the list so prepared, a certificate may be prepared in duplicate, separately in respect of each eligible Assistant Accounts Officer, in the format enclosed as **Annexure 'E'**, showing details of the following-

- (a) Penalties imposed in the last ten years (in accordance with the provisions contained in the DOPT OM No. 222011/5/86-Estt (D), dated 27.3.1990 (circulated vide this HQrs letter No. AN/XI/11004/O-Vol.IV, dated 18.5.1990);
- (b) Penalty that may be currently operative or will become operative in coming month;
- (c) Disciplinary case that is under contemplation; and
- (d) Court / criminal case pending against the individual.

The certificate may be prepared with due care and placed in the APAR Dossier along with a copy of the office order notifying the penalty, wherever applicable, as in the light of the provisions contained in DoP & T OM No. 22011/4/91-Estt (A), dated 14.9.92, (circulated vide this HQs No. AN/XI/11004/6/Vol.IV, dated 21.10.1992), as the recommendations of the DPC are to be placed in sealed cover in the following cases:

- (i) Government servants under suspension.
- (ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
- (iii) Government servants in respect of whom, prosecution for a criminal charge is pending.

- **Final Step**

Nominal rolls, as per Annexure 'A', 'B', 'D', 'E', 'F' 'G' & 'H' duly supported by the service particulars (one copy of Annexure 'C') in respect of each officer included in the nominal roll may be prepared as per the information / direction contained in **Annexure-1**.

• **A dossier may be prepared separately in respect of each Assistant Accounts Officer, containing the following:**

- (a) ACRs/MTCRs/APARs/MTPARs for the last 05 (Five) years **(IN ORIGINAL)**, in respect of AAOs falling in the likely zone of consideration. Also, APAR/MTPAR for the year 2018-19 in respect of AAOs whose cases were forwarded for the previous DPCs are required to be placed in a Dossier,. However, there might be some cases where APARs prior to 2018-19 may not have been forwarded earlier, in such cases the APARs for the left out years may also be placed.
- (b) Disciplinary Certificate as per Annexure 'E'; and
- (c) A copy of the Service particulars **(Annexure 'C')**, in respect of all the AAOs in the zone of promotion, irrespective of the fact that in some cases it was already sent.

The Folder(s) and the APAR Dossiers may be forwarded by name to **Shri Ganesh Kumar Baranwal, IDAS, Sr. Dy. CGDA (AN)** under Registered insured cover, so as to reach this HQ office on or before **09.04.2021**.

Documents required to be forwarded for the DPC for promotion of AAOs to the grade of AO :

Sl.	Documents / Papers / Information which are required to be sent to this HQrs Office.	Important Instructions to be adhere while preparing / forwarding DPC related documents to this HQrs Office
1	APAR Dossiers	<p>Containing original and completed APARs / MTPARs for the period 2014-15 to 2018-19.</p> <ul style="list-style-type: none">i) In case APAR for any of the relevant years was not written, then APAR for the previous years may be forwarded to complete the requisite number (i.e 5 years) of APAR.ii) In case any of the APAR was considered Adverse, then column 18 of Annexure 'C' is to be completed, clearly mentioning whether the adverse remarks were communicated to the officer concerned, if so, then the outcome of the representation duly supported with documents may be provided.iii) Separate 'No APAR / No MTPAR' certificates under the signature of GO (Admin) to be placed in the APAR dossiers for the gap period (s) of APAR if any.iv) Integrity column of each APAR is to be verified to confirm that the same is not left blank erroneously.v) APARs to be placed in ascending order in the folder i.e. APAR for the year 2018-19 is placed at the top.
2	Annexure 'A' to 'H',	<p>As per the format provided.</p> <p>(Following Annexure (s) should be prepared separately in respect of each AAO)</p> <ul style="list-style-type: none">i) Annexure 'C' may be forwarded in duplicate. One copy to be placed in APAR dossier and other to be placed under Annexure 'A'ii) Annexure 'E' to be placed in APAR dossier only.
3	Through e-mail on mail ID – hqan2.cgda@gov.in	<p>(i) A soft copy of Annexure C and Annexure E needs to be provided through e-mail also. Annexure C so prepared should strictly be as per the format given.</p>

List of Annexure to be furnished in respect of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC

Sl. No.	Description	Annexure
1	Consolidated Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC	A
2	Nominal Roll of the AAOs falling in the consideration zone / extended zone of consideration who were in service as on 01.01.2020 but who have died / superannuated / took VRS, etc. on or after 01.01.2020.	B
3	Service Particulars (one copy to be placed in folder containing APARs and other copy under Annexure A).	C
4	Nominal Roll of the AAOs regarding disciplinary/ court cases /penalty etc. Showing details /status of such cases	D
5	Disciplinary certificate (to be placed in folder containing APARs)	E
6	Choice Stations of the AAO for posting on promotion to AO's grade with recommendations	F
7	Details of the AAOs on deputation	G
8	Certificate that APAR/MTPAR 2014-15 and onwards has been communicated to all the AAOs falling in the zone / extended zone of consideration	H

Consolidated Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC

Sl. No.	Roster No.	Name of the AAO	CAT. (UR/SC/ST)	Present Office	Folder No.	Remarks, if any
1						
2						
3						
and so on						

Signature of Group Officer with seal

Nominal Roll of the AAOs falling under zone / extended zone of consideration who were on strength as on 01.01.2020 but who died / superannuated / took VRS etc on or after 01.01.2020.

Sl. No.	Name & Roster No. of the AAO	CAT. (UR/SC/ST)	Contingency (death/proceeded on superannuation/ voluntary retirement/ permanent absorption, etc.)	Date of contingency	Remarks, if any
1					
2					
3					
and so on					

Signature of Group Officer with seal

Annexure "C"

Roster No. _____

1.	Name of the AAO (Shri / Smt./ Ms.)	
2.	Account No.	
3.	Male / Female	
4.	Qualification	
5.	Date of Birth	
6.	Date of Appointment	
7.	Date of passing SAS Examination	
8.	Date of promotion to AAO's Grade	
9.	(i) Home Town	
	(ii) District	
	(iii) State	
10.	Whether belonging to SC/ST (mention category with caste / sub caste) <i>In case of SC/ST category AAOs please enclose requisite certificates along with an undertaking from the AAO concerned as per the guidelines contained in DoP&T OM dated 09.09.2005 as circulated vide HQrs Office circular No. AN/II/2151/PC-1089, dated 11.01.2013.</i>	
11.	Whether physically handicapped. If so, mention percentage of disability duly supported with disability certificate issued by the competent Medical Authority	
12.	Whether any of the dependent is differently able. If so, mention details thereof with supportive documents/certificate.	
13.	Whether spouse is working. If so, mention details viz. Cntral Govt./ State Govt./PSUs/Others	
14.	Whether any disciplinary / criminal case is pending as on date. If so, full facts of case with present position and details to be enclosed duly mentioning the present status thereof.	
15.	Whether integrity is certified in the ACRs/MTCRs/APAR/ MTPAR for the the period 2014-15 to 2018-19	
16.	Whether any Recorded Warning / Penalty has been issued to the AAO in last 10 years (including those reflected in the APAR and other character rolls). If so, details to be enclosed.	
17.	Whether the AAO was reprimanded for indifferent work or for other causes during last 10 years	
18.	Whether any adverse remarks has been given in the APAR/MTPAR for the period 2014-15 to 2018-19. Details of the same and results of the representation if any so made by the AAO.	
19.	Whether APAR/MTPAR 2014-15 and onwards communicated to AAO (Yes/No). If any representation received against final grading, if so, the final outcome may be intimated .	
20.	Classification of ACRs for the last 5 years (APARs/MTPARs with period)	2014-15 2015-16 2016-17 2017-18 2018-19

21.	Whether EDP Trained (Yes/No)	
22.	Present office of the AAO (full address) with date since when serving in that office	
23.	Details of Service	As indicated below

Table 1

Sl. No.	Office and station served/serving	Section served/ serving	Organization under which served/ serving	Period		Total years / Months served/ serving in station (s)	
				From	To	Years	Months

Note: While preparing table 2, it may please be kept into view that there may be different spells of service in any particular station but the whole service in each station is shown instead of showing it in different spells and one station appears once in the table. **The consolidated period of service at the present station should be shown at the bottom of Table 2 below.**

Table 2

Details of total service rendered at each station			
Sl. No.	Name of Station	Consolidated period of service at the station	
		Years	Months

Table 3

Details of service rendered at present station			
Name of Station	Serving at present station since	Period of service at the present station	
		Date	Years

Station:
Date.

(Signature of Group Officer with seal)

Annexure "D"

Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC

Disciplinary case/Court case /Penalty, etc.

Sl. No.	Name & Roster No. of the AAO	Present Office	Brief details for the discipline/ criminal case pending or contemplated	Recorded warning/ Major/ Minor penalty imposed, if any, in last 10 years	Remarks, if any
1	2	3	4	5	6

(Signature of Group Officer with seal)

(To be submitted in duplicate)

Annexure "E"

CERTIFICATE

Certified that Mr/Mrs.....Asstt. Accounts Officer (Roster No.....) presently serving in office of the has not been awarded any major or minor penalty and no displeasure of any superior officer or authority has been conveyed to him/her as reflected in his APARs/ MTPARs for 10 years.

2. Penalty imposed, if any, may please be indicated (as given below):

Nature of Penalty, whether Minor/Major	-	
Penalty imposed	-	
Currency of Penalty (i.e. From/To)	-	
Reference of Part II Office order under which notified (Enclose copy)	-	
Present Status	-	

Station:
Dated.

(Signature of Group Officer with seal)

Annexure "F"

Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC

Furnishing of Choice station(s) for postings on promotion:

Sl. No.	Roster No.	Name of the AAO	Office where serving	Request with reasons (duly supported with documents viz. medical certificate etc.)	Recommendation of PCDA/CDA	Remarks
1	2	3	4	5	6	7
1						
2						
3						
4						

Signature of Group Officer with seal

Note: It has been observed that representations for change of postings ordered by this HQrs. Office citing various reasons are received after release of promotions. In order to avoid administrative dislocation caused by review of these transfer orders, it is requested to have **Annexure-F** given above completed in respect of AAOs in the consideration zone, who may so desire. This Annexure attempts to capture all relevant information regarding family problems, medical reasons etc., that an officer may like to mention in support of his/her request for a particular station. We would keep the requests in view while deciding the postings but it must be made amply clear to all concerned that this should not be viewed as a promise to post the officers at their choice stations. The postings will be decided after duly considering the information supplied and, therefore, no further representation for change of posting will normally be entertained once the promotion orders are issued by this HQrs, unless the request is for forgoing the promotion. No further representation for change of posting on promotion should, therefore, be forwarded unless it is for forgoing promotion or warranted by some unforeseen later developments. Further, since the circumstances of the eligible AAOs who have given choice stations earlier, might have changed, fresh applications are required to be submitted to this HQrs in respect of each eligible AAO falling in the zone of consideration so that while deciding their postings, the latest grievances/problems mentioned by them be kept in view for considering their posting on promotion to AO's grade. The Pr. Controllers/ Controllers are also requested that separate recommendation be made in each case.

Annexure "G"

Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC and who are currently serving on deputation:

Sl. No.	R/No.	Name of the AAO	Office, Station and name of Deputation Department where serving (mention complete postal address)	Proforma Controller	Date of joining Deputation Department	Initial period of Deputation	Date up to which extended (if any)	Whether officer is willing to continue on deputation after promotion to AO's grade
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								

CERTIFICATE

This is to certify that the Annual Performance Assessment Reports for the year 2014-15 and onwards (and also the NO APAR/MTPAR certificate, if any, during the above years) in respect of all the under mentioned Asstt. Accounts Officers in the zone / extended zone of consideration for promotion to the Accounts Officers grade by the DPC have been communicated to the officers concerned as mentioned against each.

Sl. No.	R. No.	Name of the AAO	2014-15	2015-16	2016-17	2017-18	2018-19	Whether any acknowledgment received (give particulars)	Whether any representation made by the officer within prescribed time limit (Yes/No) (if yes, attach copy)	Decision on the representation (attach copies of comments of Reporting & Accepting Officers, office Note on representation, and speaking order)
1	2	3	4	5	6	7		8	9	10
1.			Communicated	Communicated	Communicated	Communicated	Communicated			
2.			NO APAR	Communicated						
3. so on			Communicated	Communicated 01.04.09 to 31.12.09 01.04.09 to 31.12.09 No Report 01.01.01 to 31.03.10						

(Signature of Group Officer with seal)