

“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/II/2151/DPC/AD(OL)/2021

Date : 10th March, 2021

To


All PCsDA / PCA (Fys.) / PIFAs / CsDA / CsFA (Fys) / IFAs / RTCs /
Admin (Pay) Section (Local)
(Through CGDA website)

Subject: DPC for promotion of Sr. Translation Officer to the grade of Asstt. Director (Official Language) against the vacancy year 2021.

Preparation for DPC for promotion of eligible Sr. Translation Officers to the grade of Asstt. Director (Official Language) against the vacancy year 2021 is being done in this HQrs office so that proposal for the subject DPC may be submitted on time.

2. Accordingly, it is requested that APAR dossiers containing APARs/MTPARs for the period 2014-14 to 2018-19 along with requisite information/certificates as per the formats enclosed as **Annexure 'B' to 'F'** to this circular, in respect of all the Sr. Translation Officers serving under your organization who have completed 03 (Three) years of service in the present grade as on 01.01.2021 may be forwarded to this HQrs office at the earliest so that the same may reach 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 .

3. After forwarding of the requisite dossiers, information regarding transfer / change in place of posting in respect of Sr. Translation Officer concerned, if any, may kindly be intimated through e-mail on hqan2.cgda@gov.in .


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

Copy to: -

IT & S Cell (Local) With a request to upload the circular on CGDA website.

— sd —

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


All PCGDA / PCA (Fys) / PIFA / CaDA / CaFA (Fys) / IFA / RTG /
Admin (Fys) Section (Local)
(Through CGDA website)

Subject: DPC for promotion of Sr. Translation Officer to the grade of Asst.
Director (Official Language) against the vacancy year 2021.

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grade of Asst. Director (Official Language) against the vacancy year 2021 is being
done in this HQR office so that proposal for the subject DPC may be submitted on
time.

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for the period 2014-14 to 2019-19 along with requisite information/documents as per
the format enclosed as Annexure 'B' to 'F' to this circular in respect of
all the Sr. Translation Officers serving under your organization who have completed
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to this HQR office at the earliest so that the same may reach on or before
03.04.2021. While forwarding the dossier and DPC related documents / information it
may be ensured that the requisite information / documents have been provided strictly
as per the instruction.

3. After forwarding of the requisite dossier information regarding
transfer / change in place of posting in respect of Sr. Translation Officer concerned, it
may kindly be intimated through e-mail on apars@cgda.gov.in


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

CERTIFICATE

This is to certify that the APARs for the year 2014-15 and onwards (and also the NO APAR / MTPAR certificate, if any, during the above period) in respect of the under mentioned Sr. Translation Officers who is / are in the zone / extended zone of consideration for promotion to the grade of Asstt. Director (OL) against the vacancy year 2021, have been communicated to the officers concerned as mentioned below.

Sl. No.	Name of the STO	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						

Station:

Date:

(Signature of Group Officer with seal)

Annexure "C"

(To be submitted in duplicate, duly typed, in respect of Sr. Translation Officer in the zone / extended zone of promotion to the grade of AD (OL) against the vacancy year 2021)

1.	Name of the Sr. Translation Officer	
2.	Male / Female	
3.	Qualification	
4.	Date of Birth	
5.	Date of Appointment	
6.	Date of promotion to Sr. Translation Officer Grade	
7.	Home Town (mention District & State)	
8.	Whether belongs to SC/ST category (mention category)	
9.	Whether any disciplinary / criminal case is pending as on date. If so, full facts of the case and details to be enclosed duly mentioning the present status thereof.	
10.	Whether integrity is certified in the APARs/MTPARs for the last 5 years viz. 2014-15 to 2018-19	
11.	Whether any recorded or unrecorded warning issued to Sr. Translation Officer as reflected in the APARs and other character rolls. If so, details to be enclosed.	
12.	Whether the Sr. Translation Officer was reprimanded for indifferent work or for other causes during last 10 years	
13.	Present position of adverse remarks in APAR and MTPAR for last 5 years (2014-15 to 2018-19). Details and results of representation of Sr. Translation Officer may kindly be furnished along with the Speaking Order issued.	
14.	(i) Whether APAR/MTPAR 2014-15 and onwards communicated to Sr. Translation Officer (Yes/No). If any representation received against final grading, then intimate final outcome. (ii) Whether APARs containing final grading which is below benchmark have been communicated, as required DOP&T letter No. 21011/1/2010-Estt. (A) dated 13.04.2010.	

15.	Classification grading of APARs for the last 5 years APARs with period	2014-15 2015-16 2016-17 2017-18 2018-19
16.	Present office of the Sr. Translation Officer (full address) with date of posting in that office	
17.	Details of Service	In the format 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

Table 2

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

Note: While completing 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.

Station:
Date.

(Signature of the Group Officer with seal)

Annexure "D"

Details of Disciplinary /Court / Penalty, etc. cases in respect of the Sr. Translation Officer falling in the zone / extended zone of consideration for adjudication by the DPC for promotion to the grade of Asstt. Director (Official Language) against the vacancy year 2021.

Sl. No.	Name of the Sr. Translation Officer	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

Station:

Date:

(Signature of Group Officer with seal)

(To be submitted in duplicate)

Annexure "E"

CERTIFICATE

Certified that Mr/Mrs.....
Sr. Translation Officer 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/her ACRs/APARs pertaining
to last 10 years.

2. Penalty imposed, if any, is 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:
Date:
seal)

(Signature of Group Officer with

Annexure "F"

Preferred choice station for posting on promotion to the grade of AD(OL) submitted by the Senior Translation Officer(s) falling in the zone / extended zone of consideration for DPC for promotion to the grade of AD (OL) against the vacancy year 2021.

Sl. No.	Name of the Senior Translation Officer	Office where serving	Three valid choice stations with reasons (duly supported with documents viz. medical certificate along with application of the officer indicating the reasons for the same etc.)	Recommendation of PCDA/CDA	Remarks, if any
1	2	3	4	5	6
1					
2					
3					
4					

(Signature of the Group Officer with seal)