

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/PS to SPS/2018

Date: 16th July, 2018

To

PCsDA/PCA (Fys.)/CsDA/AN-IV Section, HQs Office
(Concerned)

Subject: DPC for promotion of Private Secretary (PS) to the grade of Senior Private Secretary (SPS) against the vacancy year 2018.

A proposal to convene a DPC for promotion of eligible Private Secretary promotion to the grade of Senior Private Secretary (SPS) against the vacancy year 2018 is under consideration in this HQrs office.

2. Accordingly, it is requested that APAR dossiers containing APARs/MTPARs for the period w.e.f. 2011-12 to 2015-16 along with requisite information/certificates, as per format enclosed as **Annexure 'B' to 'F'** in respect of Private Secretary who are serving under your organization (listed in **Annexure-'A' enclosed**) may please be forwarded to this HQrs office.

3. The requisite APARs/MTPARs/documents/certificates in respect of Sr. Translators (as per Annexure 'A') of your organization as quoted in para-2 above may please be sent to this HQrs office urgently so as to reach this office by **27.07.2018** positively.


(Praveen Kumar Rai)
Sr. Dy. CGDA (AN)

~~Copy to: -~~
IT & S Cell
(Local)

With a request to upload the same on CGDA website.


(Praveen Kumar Rai)
Sr. Dy. CGDA (AN)

ANNEXURE - A

Private Secretary who are likely to be in the zone of the consideration for promotion to the grade of SPS : DPC-2018

| Sl. No. | Name (Shri/Smt./Km) | A/c No. | DoB | CAT | DOP as PS |
|---------|-----------------------|---------|------------|-----|------------|
| 1. | CHAINA GHOSH | 8331219 | 25.11.1966 | UR | 24.10.2008 |
| 2. | A SURENDRAN | 8325709 | 07.06.1964 | UR | 24.10.2008 |
| 3. | M GEETHA | 8325710 | 17.07.1964 | UR | 24.10.2008 |
| 4. | V D KANNAN | 8324448 | 15.05.1964 | UR | 24.10.2008 |
| 5. | SAVITA SUSHIL | 8331411 | 26.01.1968 | UR | 24.10.2008 |
| 6. | SUBHADRA RAJAGOPAL | 8327178 | 19.07.1963 | UR | 23.10.2009 |
| 7. | SHEELA SHRINGARE | 8329816 | 18.06.1963 | UR | 15.02.2010 |
| 8. | UMESH GARG | 8316045 | 25.08.1961 | UR | 15.02.2010 |
| 9. | ANJANA DWIVEDI | 8331417 | 05.04.1966 | UR | 15.02.2010 |
| 10. | NARENDRA KUMAR SHARMA | 8329235 | 04.04.1961 | UR | 15.02.2010 |


विक्रान्त विमल / Vikrant Vimal
सहायक लेखा अधिकारी / Asstt. Accounts Officer

CERTIFICATE

This is to certify that the APARs for the year 2011-12 and onwards (and also the NO APAR/MTPAR certificate, if any, during the above years) in respect of the under mentioned Private Secretary who is in the consideration zone for promotion to the grade of Sr.Private Secretary for the vacancy year 2018, have been communicated to the officers concerned as mentioned below.

| Sl. No. | Name of the PS | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 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 Reviewing & 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)

**(To be submitted in duplicate, duly typed, in respect of
Private Secretary in the zone of promotion to the grade of SPS against the vacancy year
2018)**

Annexure “C”

| | | |
|-----|---|--|
| 1. | Name of the PS (Shri/Smt./Ms.) | |
| 2. | Male / Female | |
| 3. | Qualification | |
| 4. | Date of Birth | |
| 5. | Date of Appointment | |
| 6. | Date of promotion to PS Grade | |
| 7. | Home Town (mentioning District & State) | |
| 8. | Whether belonging to SC/ST (mention category) | |
| 9. | 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. | |
| 10. | Whether integrity is certified in the APARs/MTPARs for the last 5 years viz. 2011-12 to 2015-16 | |
| 11. | Whether any recorded or unrecorded warning issued to PS as reflected in the APARs and other character rolls. If so, details to be enclosed. | |
| 12. | Whether the PS was reprimanded for indifferent work or for other causes during last 5 years (up to 31.3.2016) | |
| 13. | Present position of adverse remarks in APAR and MTPAR for last 5 years (up to 31.3.2016) Details and results of representation of the PS | |
| 14. | <p>(i) Whether APAR/MTPAR 2011-12 and onwards communicated to PS (Yes/No). If any representation received against final grading, then intimate final outcome.</p> <p>(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.</p> | |

| | | |
|-----|---|---|
| 15. | Classification grading of APARs for the last 5 years APARs with period | 2011-12 2012-13 2013-14 2014-15 2015-16 |
| 16. | Present office of the PS (full address) with date since when serving in that office | |
| 17. | 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 |
| | | | | | | | |

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 Group Officer with seal)

Nominal Roll of the Private Secretary (PS) falling in the consideration zone for adjudication by the DPC for promotion to SPS grade showing detail of Disciplinary/Court/Penalty, etc. cases.

| Sl. No. | Name of the Private Secretary | Present Office | Brief details for the discipline/ criminal case pending or contemplated | Recorded warning/ Major/ Minor penalty imposed, if any, in last 10 years (beginning FY 2006-07) | Remarks, if any |
|----------------|--------------------------------------|-----------------------|--|--|------------------------|
| | | | | | |

Station:

Date:

(Signature of Group Officer with seal)

Annexure "E"

CERTIFICATE

Certified that Mr/Mrs.....
Private Secretary 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 for the
period from 01.04.2006 to 31.03.2016.

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:

(Signature of Group Officer with seal)

Annexure "F"

Nominal Roll of the Private Secretary in the zone of consideration of the DPC for promotion to the grade of SPS against the vacancy year 2018 preferring specific requests/choice stations for postings on promotion:

| Sl. No. | Name of the PS | Office where serving | Three 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 Group Officer with seal)