



“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग , पालम, दिल्ली छावनी-110010

OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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आजादी का  
अमृत महोत्सव

No.AN/II/2151/DPC/AAO to SAO/2024

Dated 29.09.2023

To

All PCsDA / PCA (Fys)/ CsDA/ RTCs

(Through CGDA website)

**Subject:** DPC for promotion of AAOs to the grade of Senior Accounts Officer (Group A).

**Reference:** This HQrs Office letter No. AN/II/2151/DPC/AAO to AO/2023 dated 19<sup>th</sup> January, 2023

Please refer to this HQrs Office letter cited above vide which APAR dossiers & other requisite certificates in respect of AAOs falling under the zone of consideration for promotion to the grade of Accounts Officer against the vacancy year 2023 were called for. Meanwhile, the post of Accounts Officer has been merged with Senior Accounts Officer (Group A) vide this HQrs Office letter No.AN/VIII/8210/RR/SAO/2021/p-212 dated 08.08.2023. Now, Assistant Accounts officer (AAO) is feeder grade for promotion to the grade of Senior Accounts Officer (**Group 'A'**).

2. Further, amendment in Recruitment Rules of Senior Accounts Officer is under process. As per proposed revised RRs, promotion to the grade of Sr. Accounts Officer will be made in consultation with UPSC. Now, therefore DPC proposal for promotion of AAOs to the grade of SAO (Group A) is required to be submitted to UPSC after notification of the revised RRs. Accordingly, preparatory work in this regard is under process.

3. The anticipated vacancies in SAO's grade has been worked out. The AAOs of unreserved category up to Roster No. 1540 and AAOs belong to SC/ST/PwBDs category up to Roster No. 3005 (AAO Roster published vide this HQrs Office letter No. AN/XI/11056/Roster Corr/2019 dated 13.05.2020) will fall in the Normal / Extended zone of consideration of the DPC. It is pertinent to mention that actual vacancies may be varied from the anticipated vacancies and the same will be calculated before sending the DPC proposal to UPSC.

4. It is, therefore, requested to send the requisite APAR dossiers and following certificates / documents as per the enclosed format and instruction given therein in respect of AAOs presently serving under your organization who are falling in the Normal / Extended zone of consideration (including AAOs posted with PIFAs / IFAs or on deputation with other Ministries / Departments under your proforma strength):

- (i) **APAR Dossiers** : Containing APAR for the period 2017-18 to 2021-22. Detailed instructions regarding preparing APAR dossiers are enclosed as **Annexure 1**.
- (ii) **ANNEXURE-A** : Consolidated Nominal Roll of the AAOs serving under your organization / proforma strength who are falling in the Normal / Extended zone of consideration for adjudication by the DPC
- (iii) **ANNEXURE-B** : Nominal Roll of the AAOs falling in the Normal zone / extended zone of consideration who were in service as on 01.01.2023 but who have died / superannuated / took VRS, etc. on or after 01.01.2023.
- (iv) **ANNEXURE-C** : Service profile
- (v) **ANNEXURE-D** : Details of cases falling under one of the circumstances mentioned in DoP&T O.M. No. 22011/4/91-Estt.(A) dated 14.09.1992
- (vi) **ANNEXURE-E** : Statement showing major / minor penalties imposed during the last 10 years
- (vii) **ANNEXURE-F** : Certificate regarding communication of APAR
- (viii) **ANNEXURE-G** : Integrity Certificate
- (ix) **ANNEXURE-H** : Three choice station opting on promotion to SAO's grade
- (x) **ANNEXURE-I** : Details of AAOs presently serving on deputation
- (xi) **ANNEXURE-J** : Particulars of AAOs in soft copy in MS. Excel.

It is requested that the requisite APAR dossiers and documents/certificate may be forwarded to this HQrs Office by **16.10.2023** through your office representative.

  
(Sahil Goyal)  
Dy. CGDA (AN)



**Copy to:**

1. AN-IV section (Local)
2. IT&S Wing (Local)
3. Officer in charge  
Training Division "CENTRAD"

- For similar action please.
- With a request to upload the circular on CGDA website.
- A list of AAOs falling in Normal zone / Extended zone of consideration is enclosed. It is requested to get the requisite training imparted to these AAOs before 01.01.2024 i.e. the crucial date of eligibility for promotion.

*-Sd-*  
(Sahil Goyal)  
Dy. CGDA(AN)

• Preparation of the APAR Dossier

- (a) The APAR dossiers should contain APAR/MTPAR for last 05 years, i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 **(to be placed in ascending order so that APAR for 2021-22 is placed at the top)** in respect of each one of the AAOs falling in the Normal zone / Extended zone of consideration and who were on strength as on 01.01.2023. In respect of cases where, the PCDA / CDA in response to earlier DPC proposal have already sent APARs up to the year 2020-21, APARs/MTPARs for the year 2021-22 is only 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 HQ office **IN ORIGINAL**, photocopies thereof may be retained at your end. The APAR/MTPAR processed through SPARROW are to be sent by attesting each pages from GO (AN) with official stamp.
- (c) The missing APAR period(s)/ gap between two Reports are required to be explained adequately (such as 'period less than three months', not continuously served under any reporting officer for three months', etc.). **Appropriate certificate(s) duly signed by the Group Officer (AN) may be placed in that particular APAR separately. It is the responsibility of the Controller Offices 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.** "No PAR Certificate" is required to be prepared in case of period of no report in APAR exceeding 03 days.
- (d) In the case of APARs carrying adverse remarks, it needs to be intimated 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.
- (e) It may please be ensured that integrity column in respect of any of the relevant APAR/MTPAR is not kept blank. In case, the Integrity is not certified, the reasons thereof may also be clarified and placed in relevant APAR. **Further, if the column was left blank inadvertently, a certificate from GO (AN) in this regard may also please be enclosed in the relevant APAR/MTPAR.**
- (f) In case APAR grading is below benchmark i.e. below '4-Good', a certificate be rendered that the grading below '4-Good' for the years 2017-18 to 2021-22 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 copy of the Speaking Order issued by the Competent Authority with reference to the representation may also please be enclosed.
- (g) It is expected that the APAR/MTPAR up to and for the year 2021-22 in respect of AAOs falling in the 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 so as to avoid delay in finalization of the DPC and details of such cases may also be intimated to this Hqrs office by return Fax / E-mail.
- (h) In the case of AAOs on deputation, arrangements may please be made to obtain the wanting APARs from the borrowing Departments immediately, if not received so far, either by personal contact or by deputing a representative.

Annexure A

Consolidated Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC 2023 & 2024

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

Signature of Group Officer with seal



Annexure B

Nominal Roll of the AAOs falling under zone / extended zone of consideration who were on strength as on 01.01.2023 but who died / superannuated / took VRS etc on or after 01.01.2023.

Sl.No.	Roster No.	Name	A/c No.	Cat.(UR/SC/ST)	Last office & organization where served	Contingency (death/proceeded on superannuation/VRS/permanent absorption etc.)	Date of contingency	Part II O.O. No. & date under which casualty notified
1								
2								
3								
And so on								

Signature of Group Officer with seal

## Annexure C

DPC 2024

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 initial Appointment in the Department	
7.	Date of passing SAS Examination	
8.	Date of promotion to AAO's Grade	
9.	(i) Home Town	
	(ii) District	
	(iii) State	
	(iv) Nearest DAD office to his / her Home town	
10.	Whether belonging to SC/ST (mention category with caste / sub caste )  <b><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&amp;T OM dated 09.09.2005 as circulated vide HQrs Office circular No. AN/II/2151/PC-1089, dated 11.01.2013.</i></b>	
11.	a) Whether physically handicapped. If so, mention percentage of disability duly supported with disability certificate issued by the competent Medical Authority & category.  b) Please also show under which category/group the disabilities fall (a, b, c, d or e) as per para 2.2 of DoP&T O.M. No. 36012/1/2020-Estt.(Res.-II) dated 17 <sup>th</sup> May, 2022.	

12.	Whether any of the dependent/family member is differently able. If so, mention details thereof with supporting documents/certificate.	
13.	Whether spouse is working. If so, mention details viz. Central 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 APAR/ MTPAR for the period 2017-18 to 2021-22	
16.	Whether any <b>Recorded Warning</b> / 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 2017-18 to 2021-22, if so, details of the same and results of the representation if any so made by the AAO may be furnished in separate sheet.	
19.	Whether APAR/MTPAR 2016-17 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 APARs for the last 5 years (APARs/MTPARs with period)	2017-18 2018-19 2019-20 2020-21 2021-22
21.	Whether EDP Trained (Yes/No). If yes, whether currently deployed on IT project / Task (with brief details)	
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.	station	Office	Organization	Section	Nature of assignment i.e. sensitive / Non-sensitive	Period	
						From	To

**Note:** In table 1 above period served in different station/office since appointment is to be shown in chronological order.

Station:

Date.

(Signature of Group Officer with seal)

**DPC for promotion of Assistant Accounts officer to the grade of Sr. Accounts Officer –  
Vacancy Year 2023 & 2024**

List of the AAOs who are falling under the following categories in terms of DoP&T O.M. No. 22011/4/91-Estt. (A) dated 14.09.1992:

(i) AAOs who are under suspension:

Sl.No.	Roster No.	Name & A/c No.	Brief details of the case	Letter No. & date under which suspended	Present status

(ii) AAOs in respect of which charge sheet has been issued & disciplinary proceedings are pending:

Sl.No.	Roster No.	Name & A/c No.	Brief details of the case	Letter No. & date under which charge sheet issued	Present status

(iii) AAOs against whom prosecution for a criminal charge is pending in Court:

Sl.No.	Roster No.	Name & A/c No.	Brief details of the case	Nature of the case with FIR NO. & date, Case No. ---Section of IPC / CrPC etc.	Present status of the case

Date:

GO (Admin.)

DPC for promotion of Assistant Accounts Officer to the grade of Sr. Accounts Officer – Vacancy year 2023 & 2024

STATEMENT SHOWING MAJOR / MINOR PENALTIES IMPOSED DURING THE LAST TEN YEARS ON ELIGIBLE OFFICERS WHO WILL BE CONSIDERED BY THE DPC

Sl. No.	Roster No.	Name	A/c No.	Brief details of Penalty imposed	Period of penalty	Letter No. & date under which penalty imposed	Present status

Date:

GO(Admin.)



**ANNEXURE-F**

**DPC for promotion of Assistant Accounts Officer to the grade of Sr. Accounts Officer –  
Vacancy year 2023 & 2024**

**CERTIFICATE**

This is to certify that the Annual Performance Assessment Reports for the years 2017-18 and onwards in respect of the following officers in the consideration zone for promotion to the Sr. Accounts Officers for the vacancy year 2023 & 2024 have been communicated to them, as required vide DoP&T OM No. 21011/1/2005-Estt (A) (Pt.II) dated 14.05.2009. No representation has been made by the following officers against remarks / grading of the APAR/MTPAR except as mentioned below against the officer concerned:

Sl. No.	Name (Shri/Smt./Ms.)	A/c No.	Roster No.	2017-18	2018-19	2019-20	2020-21	2021-22	Whether preferred representation against remarks/grading in the relevant APAR, if so, outcome thereof may be mentioned.
				Communicated	Communicated	Communicated	Communicated	Communicated	

**Date:**

**GO(Admin.)**

**DPC for promotion of Astd.Accounts Officer to the grade of Sr. Account Officer –  
Vacancy Year 2023 & 2024**

**INTEGRITY CERTIFICATE**

The records of service in respect of the following Assistant Accounts Officers in Level-9 of the Pay Matrix (Rs. 53100 - Rs. 167800) who are to be considered for promotion to the grade of Sr. Account Officer in Level-10 of the Pay Matrix (Rs. 56100-Rs. 177500), have been carefully scrutinized :

Sl.No.	Roster No.	Name of the officer (Shri/Smt./Ms.)	A/c No.

2. It is certified that there is no doubt about the Integrity of the above mentioned officers whose names are placed before the Departmental Promotion Committee except the officer at Sl.No.--- (in case if the AAO's concerned integrity is doubtful).

**Date:**

**GO (Admin)**

## Details of choice postings on promotion:

Sl. No.	Roster No.	Name of the AAO & A/c No.	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 is advised that the AAOs concerned may please be intimated that the posting on promotion to the grade of SAOs will be made purely on the basis of administrative requirements and the officer concerned can't claim his/her right in posting to his / her choice stations. However, the choice station opted by the officer and the circumstances / reasons for posting in the choice station will be brought to the notice of the DAPB for recommendation as per the transfer policy. 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 place of postings will be recommended by the DAPB keeping in view of the administrative feasibility and administrative requirements will take precedence over individual aspiration. Therefore, no representation for change of posting will be entertained once the promotion orders are issued by this HQrs.

Note 2: The case seeking relaxation from posting on promotion to SAO's grade on Medical ground (self & dependent family members) should invariably be recommended as per this HQrs Circular No. AN/X/10050/AVL-10/2023, dated 14.07.2023 on the prescribed format.



Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC 2023 & 2024 and who are currently serving on deputation:

Sl. No.	R/No.	Name of the AAO	Details of borrowing Department viz. Department / Ministry	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 SAO's grade. If so, please enclose his willingness in support thereof
1	2	3	4	5	6	7	8
1							
2							
3							
4							

Date:

GO(Admin.)

**Annexure - J**

**Details / Particulars of AAOs falling in the Zone/Extended Zone of consideration for promotion to SAO : DPC 2023 and 2024**

Sl. No.	Roster No.	Name (Shri/Smt./Ms)	Account No.	Category (UR/SC/ST)	Whether belong to PwBD	Date of Birth	Home Town	Office where presently serving	Orgn.	Date of serving in Office	Date of serving in Station	Stations served with period (since initial appointment to till date )			ACRs gradings 2016-17 To 2021-22					Integrity (indicate as Certified/Not Certified)	
												Stations	Years	Months	2016-17	2017-18	2018-19	2019-20	2020-21		2021-22

Note :- Details may be sent in Soft Copy in MS. Excel only