

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/2017-18

Date: 02nd March 2017

To

All PCsDA/PCA (Fys.)/CsDA

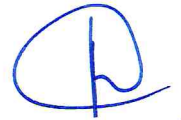
Subject: DPC for promotion of Private Secretaries (PS) to the grade of Senior Private Secretary (SPS) against the vacancy year 2017-18.

A proposal to convene DPC for considering the names of eligible **Private Secretaries (PS) to the grade of Senior Private Secretary (SPS) against the vacancy year 2017-18** is under consideration in this HQrs office.

2. In this context it is requested that the wanting APARs/MTPARs for the period 2011-12 to 2015-16 in respect of **Private Secretaries** of your organization as indicated in the enclosed **Annexure-'A'** may please be sent to this HQrs office along with requisite information/certificates as per format enclosed as **Annexure 'B' to 'E'**.

3. The requisite APARs/MTPARs/documents/certificates in respect of **Private Secretaries (PS)** (as per Annexure 'A') of your organization may please be sent to this HQrs office urgently so as to reach us by **10.03.2017** positively.

4. Receipt of this letter may please be acknowledged.



(Mustaq Ahmad)
Dy. CGDA (AN)

Copy to: -

1. Admin-IV
(Local)

For information and necessary action please.

2. IT & S Cell
(Local)

With request to upload the same on HQrs Office website.



(Mustaq Ahmad)
Dy. CGDA (AN)

List of eligible PSs who are in the zone of consideration/extended zone of consideration for promotion to the grade of SPS against the vacancy year 2017-18

SL No.	AC/NO	NAME	DOB	CAT	Date of Offer of Appointment.	DOA as Steno	DOP as Steno-II	DOP as Steno-I	DOP as PS
1	8327469	JACOB MATHEW	29-10-1958	UR	22/09/1983 04/08/1987	17/10/83 25/08/87	13-10-1993	30-08-2006	24-10-2008
2	8325504	S. BHARADWAJ	31-01-1966	UR	22-12-1987	31-12-1987	04-10-1993	30-08-2006	24-10-2008
3	8326878	TRIPTA SABHARWAL	08-07-1965	UR	27-05-1988	27-05-1988	21-03-1994	30-08-2006	24-10-2008
4	8328826	SUBROTA BISWAS	30-11-1961	UR	01-11-1988	04/07/85 02/11/88	30-08-1994	30-08-2006	24-10-2008
5	8331219	CHIANA GHOSH	25-11-1966	UR	28-11-1988	05-04-1989	30-08-1994	30-08-2006	24-10-2008
6	8325709	A SURENDRAN	07-06-1964	UR	26-10-1989	30-10-1989	31-05-1995	30-08-2006	24-10-2008
7	8325710	M GEETHA	17-07-1964	UR	26-10-1989	03-11-1989	31-05-1995	30-08-2006	24-10-2008
8	8324448	V D KANNAN	15-05-1964	UR		14-12-1989	31-05-1995	30-08-2006	24-10-2008
9	8331411	SAVITA SUSHIL SMT.	26-01-1968	UR	30-04-1990	14-12-1990	31-01-1996	30-08-2006	24-10-2008
10	8327178	SUBHADRA RAJAGOPAL	19-07-1963	UR	22-03-1989	13-07-1989	06-10-1994	30-08-2006	23-10-2009
11	8320803	S S KULKARNI	24-05-1957	UR	6/11/81 10/05/91	20/11/81 13/05/91	28-05-1997	30-08-2006	15-02-2010
12	8329816	SHEELA SHRINGARE	18-06-1963	UR	30-12-1987	19/01/88 01/07/91	28-05-1997	30-08-2006	15-02-2010
13	8316045	UMESH GARG	25-08-1961	UR	5/02/83 22/07/91	21/02/83 19/08/91	28-05-1997	30-08-2006	15-02-2010
14	8331417	ANJANA DWIVEDI SMT	05-04-1966	UR	30-04-1990	26-08-1991	28-05-1997	30-08-2006	15-02-2010
15	8329235	NARENDRA KUMAR SHARMA	04-04-1961	UR	17-09-1991	08/01/87 26/09/91	19-08-1997	30-08-2006	15-02-2010
16	8329665	OM PARKASH	08-07-1968	UR	14-12-1987	15/12/87 30/12/91	19-08-1997	30-08-2006	15-02-2010
17	8329668	UMA BADOLA	10-04-1963	UR	17-02-1988	26/02/88 31/12/91	19-08-1997	30-08-2006	15-02-2010
18	8325393	SUSAN THOMAS	28-05-1961	UR	02-04-1992	07-04-1992	29-11-2004	01-06-2010	17-05-2012

Reserved Category Candidates

1	8333395	R NARAYAN	06-02-1964	SC	08-04-1994	09-05-1994	29-11-2004	01-06-2010	12-06-2012
2	8321245	B K N NARASAPPA	20-12-1971	ST	22-01-1997	21-03-1997	29-11-2004	01-06-2010	17-05-2012
3	8334372	V. MADHUSUDHAN	17-07-1975	SC	19-03-1998	21-05-1998	29-11-2004	01-06-2010	01-08-2012
4	8330181	SUMAN KUMARI	15-01-1970	SC	17-04-1998	24-09-1998	29-11-2004	01-06-2010	29-06-2012
5	8329721	KANCHAN SIKRI	10-01-1973	SC	27-07-1998	03-08-1998	29-11-2004	01-06-2010	18-05-2012


 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 all the under mentioned Private Secretaries who is in the consideration zone for promotion to the grade of Sr. Private Secretary for the vacancy year 2017-18, have been communicated to the officers concerned as mentioned against each.

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)	Communicated						

Station:

Date:

(Signature of Group Officer with seal)

**(To be submitted in duplicate, duly typed, in respect of
All Private Secretaries in the zone of promotion against the vacancy year 2017-18)**

Annexure "C"

Roster No. _____

1.	Name of the PS (Shri/Smt./Ms.)	
2.	Account No.	
3.	Male / Female	
4.	Qualification	
5.	Date of Birth	
6.	Date of Appointment	
7.	Date of promotion to Private Secretary's Grade	
8.	Home Town (mentioning District & State)	
9.	Whether belonging to SC/ST (mention category)	
10.	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.	
11.	Whether integrity is certified in the APARs/MTPARs for the last 5 years viz. 2011-12 to 2015-16	
12.	Whether any recorded warning issued to Private Secretary as reflected in the APARs and other character rolls. If so, details to be enclosed.	
13.	Whether the Private Secretary was reprimanded for indifferent work or for other causes during last 5 years (up to 31.3.2016)	
14.	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 Private Secretary	
15.	(i) Whether APAR/MTPAR 2011-12 and onwards communicated to Private Secretary (Yes/No). If any representation received against final grading, then intimate final outcome. (ii) Whether APARs containing final grading which is below benchmark viz. 'Good' have been communicated, as required DOP&T letter No. 21011/1/2010-Estt. (A) dated 13.04.2010.	
16.	Classification grading of APARs/MTPARs for the last 5 years (APARs/MTPARs with period)	2011-12 2012-13 2013-14 2014-15 2015-16
17.	Present office of the Private Secretary (full address) with date since when serving in that office	
18.	Details of Service	As indicated below

Annexure "C"

Roster No. -----

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. **The consolidated period of service at the present station should be shown at the bottom of Table 2 above.**

Station:

Date.

(Signature of Group Officer with seal)

(To be mentioned invariably)

Annexure "D"

Nominal Roll of the Private Secretaries falling in the consideration zone for adjudication by the DPC for promotion to SPS's grade for the vacancy year 2017-18:

Disiplinary/Court/Penalty, etc.cases.

Sl. No.	Name & Roster No. 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 (FY 2006-07 to 2015-16)	Remarks, if any

(Signature of Group Officer with seal)

Station:

Date:

Annexure "E"

C E R T I F I C A T E

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 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)