CIRCULAR

No. AN/III/1735/Promotion  Dated 25.10.2018

To

1. The Officer Incharge,
   All Sections (Main Office, PCDA (WC) Chd.)

2. The Officer Incharge,
   All Sub Offices (Under PCDA (WC) Chd.).

Sub: - Promotion of clerk to the grade of Auditor for the vacancy calendar year 2019.

HQrs office vide their Lt.No.AN/X1II/11151/2018 dated 24.10.2018 has intimated that the Clerk who were holding the feeder post of clerk as on 26.09.2009 have already been promoted to the grade of auditor. Further individuals who have been appointed/promoted as clerk after 26.09.2009 would be eligible for promotion to the grade of Auditor after 13 years of regular service.

Accordingly It has been decided by HQrs office to all eligible cases, leftover cases, if any this may be examined and report of all the eligible applicants in your office may kindly be sent to this office by return fax by name to Sh. Sunil Raina, Sr. Accounts Offices latest by 29.10.2018 in the proforma enclosed as Annexure ‘A’ so as to enable this office to convene a DPC and forward it to HQrs office.

Nil report is also required.

Sr. Accounts Officer (AN).

Copy:

O/l c IT&S ,Section(Local) For uploading in PCDA,WC Wedsite
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>A/c No.</th>
<th>Whether UR/SC/ST</th>
<th>Date of Birth (DD-MM-YYYY)</th>
<th>Date of Offer of Appointment in Group 'D' (DD-MM-YYYY)</th>
<th>DOP as Record Clerk (DD-MM-YYYY)</th>
<th>Offer of Apppt-in clerk's grade (direct) (DD-MM-YYYY)</th>
<th>DOP/Apppt-as Clerk (DD-MM-YYYY)</th>
<th>Year of Examination in SSC as Clerk (YYYY)</th>
<th>SSC Roll No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All India Rank/Merit No.</th>
<th>Whether Typing Test Passed/Not passed/Exempted</th>
<th>(Whether - P/D/ID/C**** * P -Promotee D - Direct ID - Inter Deptt C-Compassionate)</th>
<th>Whether physically handicapped viz. OH, VH or Hearing.</th>
<th>Grading of APARs</th>
<th>Recommendations of DPC (FIT/ UNFIT)</th>
<th>Organizational Remarks</th>
</tr>
</thead>
</table>

Certified that:
1. The individual is not related to any of member of DPC.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above mentioned individual(s), the provisions contained in HQ office circular No. AN/XI/11060/I/Vol IV Dated 18.09.89 have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

APPROVED

PCDA/CDA

CHAIRMAN OF DPC