CIRCULAR

No. AN/III/1735/Promotion

Dated 20.11.2018

To

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

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

Sub: - Promotion of Auditor to the grade of Senior Auditor for the vacancy calendar year 2019 (January 2019 to December, 2019).

HQrs office vide their Lt.No.AN/XI//11060/Promotion/Corrs./2018 dated 30.10.2018 has intimated that the Individuals who were holding the feeder post of Auditor as on 21.09.2013 have already been promoted to the grade of Senior Auditor. Further individuals who have been appointed/promoted as Auditor after 21.09.2013 would be eligible for promotion to the grade of Auditor after 06 years of regular service.

Accordingly It has been decided by HQrs office that all eligible 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 at the earliest. In the performa 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.

Copy:

O/C IT&S,Section(Local) For uploading in PCDA,Wc Website

Sr. Accounts Officer (AN).
### Annexure 'A'

**PROFORMA FOR LEFT OVER/UNFIT/SEALED COVER CASES FOR PROMOTION IN SENIOR AUDITOR GRADE**

<table>
<thead>
<tr>
<th>SI No.</th>
<th>NAME</th>
<th>A/C No.</th>
<th>Date of Birth (DD/MM/YYYY)</th>
<th>Year of Exam</th>
<th>Roll No. Allotted by SSC</th>
<th>All India Rank earned in SSC Exam</th>
<th>Zonal rank</th>
<th>Zone from which selected</th>
<th>Date of offer of Appointment (DD/MM/YYYY)</th>
<th>Date of Appt in Auditor's Grade (DD/MM/YYYY)</th>
<th>Date of Confirmation (DD/MM/YYYY)</th>
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<tbody>
<tr>
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</tbody>
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<table>
<thead>
<tr>
<th>Whether UR/SC/ST</th>
<th>Whether two weeks training successfully completed</th>
<th>Date of promotion to Sr. Aud grade, if promoted</th>
<th>Whether physically handicapped viz. OH, VH or hearing</th>
<th>Grading of APAR</th>
<th>Organization</th>
<th>Date from which requested for promotion (DD/MM/YYYY)</th>
<th>Name of junior who has already promoted to Sr. Aud Grade</th>
</tr>
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<tbody>
<tr>
<td>13</td>
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</tbody>
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<table>
<thead>
<tr>
<th>A/C No. of junior</th>
<th>Date of offer of appointment of junior in Aud Grade</th>
<th>Date of appointment of junior in Aud Grade</th>
<th>Year of Exam of junior</th>
<th>Roll No. of junior</th>
<th>All India Rank of junior in SSC Exam</th>
<th>Zonal rank of junior</th>
<th>Zone from which junior is selected</th>
<th>Date of promotion of junior in Sr. Aud Grade</th>
<th>Recommendations of DPC</th>
<th>Remarks</th>
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</table>

Certified that:
1. The individual is not related to any 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 individual(s), the provisions contained in DOP&T OM(s) on the subject have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

**MEMBER OF DPC -1**

**MEMBER OF DPC-2**

**CHAIRMAN OF DPC**

**APPROVED**

**PCDA/CDA**