



रक्षा मंत्रालय (भारत सरकार)  
MINISTRY OF DEFENCE (GOVT. OF INDIA)  
कार्यालय रक्षा लेखा नियंत्रक (सेना)  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS (ARMY)  
बेलवेडियर कॉम्पलेक्स, आयुध पथ, मेरठ छावनी  
BELVEDERE COMPLEX, AYUDH PATH, MEERUT CANTT



No.AN/I/1106/DPC/2022/

**Circular**

Date : 21.11.2022

To

All sections in Main Office  
All Sub-Offices in the organization  
(Through Website)

**Sub. : DPC for promotion of AAOs to the grade of Accounts Officer**

Please refer to CGDA letter no. AN/II/2151/DPC/AAO to AO/2022 dated 18<sup>th</sup> November, 2022 (enclosed) wherein name of AAOs belonging to Reserved Category (SC, ST & PwBDs) upto **Roster no. 2030** has been called-for for promotion of AAOs to the grade of Accounts Officer.

It is therefore, requested to forward the name of eligible AAOs belonging to Reserved Category (SC, ST & PwBDs) upto Roster no. 2030 in the prescribed format as per Annexure "C" & "F" enclosed with this letter and the same may be ensured to be received in this office email.id **adminonecdaarmy.dad@hub.nic.in** by **22.11.2022.**

NIL report is also required.

AO (AN)

Copy to:  
The OA Cell

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For uploading on website.

AO (AN)



E-mail/Fax

“हर काम देश के नाम”



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/AAO to AO/2022

Dated: 18<sup>th</sup> November, 2022

To

All PCsDA / PCA (Fys.) / CsDA / RTCs / Admin - IV (Local)

**Subject:** Review DPC for promotion of AAOs to the grade of Accounts Officer

**Ref :** This office circular of even no. dated 4<sup>th</sup> February 2022 and 20<sup>th</sup> April 2022.

In continuation of this office letter cited under reference, it is requested to forward requisite APAR dossiers duly complete in all respects like No APAR Certificates and other connected documents / certificates/ information in respect of eligible AAOs belonging to Reserved Category (SC, ST & PwBDs) upto **Roster No. 2030** as per the Roster of AAOs circulated vide HQrs Office No.AN/XI/11056/Roster Corr/2019 dated 13.05.2020 (including AAOs posted with PIFAs / IFAs who are borne on the strength of the PCsDA / CsDA). It is also requested to furnish requisite information in the prescribed format(s) (enclosed as **Annexure 'A'** to 'H' of this office letter cited under reference) at the earliest so that the same should reach this HQrs office by **25.11.2022 positively**.

2. It is requested that while forwarding the dossiers and DPC related documents / information, it may be ensured that the requisite information / documents have been provided strictly as per the instruction contained in **Annexure- 1 & 2** of this office circular cited under reference. The following aspects may also be ensured while forwarding the APAR Dossiers –

- (i) The dossiers are duly page numbered and complete in all respects
- (ii) Each APAR is duly flagged indicating the year
- (iii) If there is no APAR for full or any part of the year, the NRC (No Report Certificate) is placed in the dossier

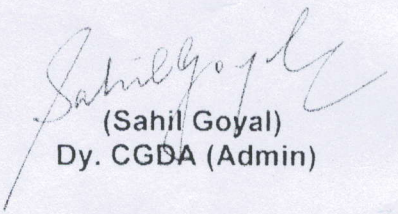
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P/2

(iv) In the absence of reports for the full year(s), equal number of reports pertaining to the preceding years should be placed in the dossiers to ensure that at least five years' reports are available for consideration by the DPC.

(v) The aforesaid 5 years' APARs may please be scrutinized and ensured that Integrity Column has been filled in terms of DoP&T OM no. 21011/27/2015-Estt. (A-II) dated 11.02.2016 and if the Integrity Column has not filled in terms of the ibid DoP&T OM dated 11.02.2016 then APAR dossiers may please be forwarded after taking the necessary action.

  
(Sahil Goyal)  
Dy. CGDA (Admin)



## Annexure "C"

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 Appointment   |   |
| 7.  | Date of passing SAS Examination   |   |
| 8.  | Date of promotion to AAO's Grade  |   |
| 9.  | (i) Home Town   |   |
|     | (ii) District   |   |
|     | (iii) State   |   |
| 10. | Whether belonging to SC/ST<br>(mention category with caste / sub caste )<br><br><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> |   |
| 11. | Whether physically handicapped. If so, mention percentage of disability duly supported with disability certificate issued by the competent Medical Authority  |   |
| 12. | Whether any of the dependent is differently able. If so, mention details thereof with supportive documents/certificate.   |   |
| 13. | Whether spouse is working. If so, mention details viz. Cntral 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 ACRs/MTCRs/APAR/ MTPAR for the period 2015-16 to 2019-20  |   |
| 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 2015-16 to 2019-20. Details of the same and results of the representation if any so made by the AAO.  |   |
| 19. | Whether APAR/MTPAR 2015-16 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 ACRs for the last 5 years (APARs/MTPARs with period)  | 2015-16<br>2016-17<br>2017-18<br>2018-19<br>2019-20 |



|     |  |                    |
|-----|--|--------------------|
| 21. | Whether EDP Trained (Yes/No)   |                    |
| 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. | 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 |
|         |                                   |                         |  |        |    |   |        |

**Note:** While preparing 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 below.

Table 2

| Details of total service rendered at each station |                 |   |        |
|---|-----------------|---|--------|
| Sl. No.   | Name of Station | Consolidated period of service at the station |        |
|   |                 | Years   | Months |
|   |                 |   |        |
|   |                 |   |        |

Table 3

| Details of service rendered at present station |                                  |  |        |
|--|----------------------------------|--|--------|
| Name of Station                                | Serving at present station since | Period of service at the present station |        |
|  |                                  | Years                                    | Months |
|  | Date                             |  |        |
|  |                                  |  |        |

Station:  
Date.

(Signature of Group Officer with seal)



Annexure "F"

Nominal Roll of the AAOs falling in the zone / extended zone of consideration for adjudication by the DPC

Furnishing of Choice station(s) for postings on promotion:

| Sl. No. | Roster No. | Name of the AAO | 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 has been observed that representations for change of postings ordered by this HQrs. Office citing various reasons are received after release of promotions. In order to avoid administrative dislocation caused by review of these transfer orders, it is requested to have **Annexure-F** given above completed in respect of AAOs in the consideration zone, who may so desire. This Annexure attempts to capture all relevant information regarding family problems, medical reasons etc., that an officer may like to mention in support of his/her request for a particular station. We would keep the requests in view while deciding the postings but 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 postings will be decided after duly considering the information supplied and, therefore, no further representation for change of posting will normally be entertained once the promotion orders are issued by this HQrs, unless the request is for forgoing the promotion. No further representation for change of posting on promotion should, therefore, be forwarded unless it is for forgoing promotion or warranted by some unforeseen later developments. Further, since the circumstances of the eligible AAOs who have given choice stations earlier, might have changed, fresh applications are required to be submitted to this HQrs in respect of each eligible AAO falling in the zone of consideration so that while deciding their postings, the latest grievances/problems mentioned by them be kept in view for considering their posting on promotion to AO's grade. The Pr. Controllers/ Controllers are also requested that separate recommendation be made in each case.