

OFFICE OF THE Pr. CDA (WC) CHANDIGARH
IMPORTANT CIRCULAR

No. AN/I/1041/Circular

Dated: 12/03/2018

To

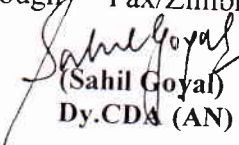
1. All Area Accounts Offices
2. All Sub-Offices/IFAs under Proforma strength of PCDA (WC) Chandigarh
3. All Sections in Main Office

Subject: Posting of SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks to CGDA's Office-Panel for the year 2018-19

Posting of SAOs/AOs, AAOs and Sr. Auditors/Auditors/Clerks to CGDA's Office, as per criteria laid down in sub-paras (i) to (iii) below and having experience in any of the area of work mentioned in sub para (iv) to (vi) below.

ELIGIBILITY & EXPERIENCE

- (i) Minimum APAR grading should be 8 and above for last five years.
 - (ii) At least 5 years of left over service i.e. maximum age 55 years.
 - (iii) No disciplinary/indebtedness case is pending against them.
 - (iv) Working experience in main office of Regional Controllers/Functional Controllers in the following area-Store contract, Pension, Pay-Tech, Factory accounting, Local Audit exposure (Army/Navy/AF/MES) and Border Road).
 - (v) Working experience in IFA offices.
 - (vi) Work experience in pension matters.
2. Minimum tenure will be five years in the HQrs office. Further extension in the period, for administrative reasons, in an exceptional cases, would be considered on case to case basis in HQrs office.
3. As an exception, AAOs and staff who having put in less than five years of total service, would be considered for posting to HQrs IT & S Wing on requirement basis taking into account relevant background/qualification in the desired field. Therefore their names will also be considered for the panel.
4. The Officer/staff on completion of prescribed tenure in HQrs office, may be considered for posting to their choice station (s) if administratively feasible.
5. It is therefore, requested that names of SAOs/AOs, AAOs & Sr. Auditors/Auditors/Clerks having requisite experience and fulfill the criteria may please be furnished to this office in the prescribed proforma Clerks/Auditors/Sr.Auditors to AN-II section and AAOs/AOs/SAOs in AN-I section in this office before **22.03.2018** through Fax/Zimbra/e-mail pcdawcan.1.dad@hub.nic.in.


(Sahil Goyal)
Dy.CDA (AN)

Copy to:-

IT & S (Local)

: For uploading on PCDA (WC) website

Sd/-
(N. K. Dhiman)
Sr. Accounts Officer (AN)

PROFORMA FOR POSTING IN HQrs. OFFICE
(Original copy to be forwarded to HQrs.)

1	ACCOUNT NO					
2	ROSTER No. (Mandatory in case of SAO/AO/AAO)					
3	GENDER (Male / Female)					
4	NAME					
5	GRADE (SAO/AO/AAO/Sr.AUDITOR/AUDITOR/CLERK)					
6	DATE OF BIRTH (DD/MM/YYYY)					
7	DATE OF APPOINTMENT (in DAD) (DD/MM/YYYY)					
8	DATE OF PROMOTION (DD/MM/YYYY) (In the present grade)					
9	Whether appearing in ensuing SAS Part-II (in case of Staff)					
10	HOME TOWN (Specific District as per Service Record & not Village or State)					
11	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
12	APAR GRADING (Upto two decimal places)					
13	Nature of Experience (refer para 1 of the circular)					
14	Whether EDP trained (Yes/No) (If yes, specify project)					
15	Educational / Technical Qualification (with detail)					
	It is to undertake that the information furnished above are correct.					
16	Date: ___/___/20___				(SIGNATURE OF APPLICANT)	
	(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)					
	(To be filled by the Controller's office)					
17	REMARKS					
18	Date: ___/___/20___				(SIGNATURE AND SEAL OF GO(AN))	