

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(WESTERN COMMAND) CHANDIGARH

VERY IMPORTANT

No. AN/I/1060-Roster/AAO/SOs(A)

Dated:27.02.2018

To

All AAOs (including Deputation/Proforma Strength)
(Under PCDA (WC) Chandigah)

Subject: Updation of Seniority List(s)/ Roster(S) for various posts.

Headquarters Office, Delhi Cantt has called for the service details of all AAOs serving under this organization including Deputation/Proforma Strength. The details may be **provided strictly** (as per enclosed format). The report be mailed at email id: pcdawcan1.dad@hub .nic.in on or before 01.03.2018.



(N.K.Dhiman)

Sr. Accounts Officer (AN)

No. AN/I/1033-LXXII

Dated: 27.02.2018

Distribution:

- ✓ 1. EDP Cell : for uploading on PCDA (WC) web site.



(Om Parkash)

Assistant Accounts Officer (AN)

SAMPLE EXCEL SHEET

S.No.	A/c Number	Name	Category (Gen/SC/ST/OBC)	In case of SC/ST/OBC candidates, whether	PH/OH/HH	Date of Appointment	Date of Appointment	Grade in which appointed in	Organization	DOB	Present Post	Existing Rank as per last	Date of Offer of	Appointment Date to Present	Date of Confirmation	Direct/Promotee /
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	123456	XYZ	Gen	NO	NO	01-08-1989	01-08-1989	Peon	CG	20-10-1968	Auditor		31-03-2017	03-04-2017		Promotee

Direct Recruitment Details				First Promotion Details							Second Promotion Details						
SSC Batch/Year	SSC Roll No.	SSC All India Rank	SSC Zonal Rank	Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List	Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
						Peon		01-08-1989	01-08-1991				Daftary		28-02-1995	28-02-1997	

Third Promotion Details							Fourth Promotion Details						
Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List	Year of Departmental Exam	Roll No. in Departmental Exam	Feeder Post Held	Date of Offer of Appointment to Feeder Post	Date of Appointment in Feeder Cadre	Date of Confirmation in Feeder Cadre	Existing Rank in Feeder Cadre as per last published roster/Draft Seniority List
36	37	38	39	40	41	42	43	44	45	46	47	48	49
2004		Rec. Clk.	12-01-1998	28-01-1998	28-01-2000				Clerk	15-09-2008	15-09-2008	15-09-2010	

Sample Data Entry in respect of official with following details

DOB	20-10-1968	
Dt. Of Appt	01-08-1989	
Appointed as	Peon	
Promotion Details		
Post	Appointment date	Date of Offer of Appt.
Daftary	28-02-1995	
Record Clerk	28-01-1998	12-01-1998 Through Departmental Exam held in 2004
Clerk	15-09-2008	15-09-2008
Auditor	03-04-2017	31-03-2017

NOTE

- अगर किसी अधिकारी/कर्मचारी को एक से अधिक पदोन्नति दी गयी है तो हर पदोन्नति के लिए कॉलम संख्या 22 से 28 को 1 पुनर्वारत करते हुए सभी कॉलमों को अलग रंग के FONT में आवश्यक रूप से भरा जाए।
 In case multiple promotions have been given to any Individual Column No. 22 to 28 should COMPULSARILY repeated and populated in different coloured FONT for EACH Promotion.
 2 रिपोर्ट में वर्णित सभी दिनांकों को आवश्यक रूप से "DD-MM-YYYY" फॉर्मेट में ही भरा जाये।