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.

(Sr. Accounts Officer (AN))

No. AN/I/1033-LXXII
Dated: 27.02.2018

Distribution:

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

(Assistant Accounts Officer (AN))
# SAMPLE Excel Sheet

<table>
<thead>
<tr>
<th>S.No.</th>
<th>A/c Number</th>
<th>Name</th>
<th>Category</th>
<th>No. of SE/PA/SA/CO candidates, whether</th>
<th>MPU astonishing</th>
<th>Date of Appointment</th>
<th>Date of Appointment</th>
<th>Grade in which appointed in</th>
<th>Organization</th>
<th>DOB</th>
<th>Present Post</th>
<th>Existing Rank as per list</th>
<th>Date to Prepare</th>
<th>Date of Confirmation</th>
<th>Date of Promotion / Id.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>123456</td>
<td>XYZ</td>
<td>Gen. No.</td>
<td>NO</td>
<td>NO</td>
<td>01-06-1983</td>
<td>01-06-1983</td>
<td>Clerct</td>
<td>CIO</td>
<td>20-03-1988</td>
<td>Auditor</td>
<td>30-04-2027</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Direct Recruitment Details
- **SEC Batch/Year**: E
- **SEC Roll No.**: 4785
- **PG All India Rank**: 1201
- **UGC Rank**: 123456
- **Year of Departmental Exam**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 09-08-1980
- **Date of Officer of Appointment to Feeder Post**: 01-06-1983
- **Date of Appointment in Feeder cadre**: 01-06-1983
- **Feed Back Hel**: 01-06-1983
- **Date of Confirmation in Feeder cadre**: 01-06-1983
- **Year of Departmental Exam**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 20-03-1988
- **Date of Officer of Appointment to Feeder Post**: 01-06-1983
- **Date of Confirmation in Feeder cadre**: 01-06-1983
- **Year of Departmental Exam**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 20-03-1988

## First Promotion Details
- **Year of Consent Action taken**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 09-08-1980
- **Date of Officer of Appointment to Feeder Post**: 29-09-1980
- **Date of Confirmation in Feeder cadre**: 29-09-1980
- **Year of Departmental Exam**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 29-09-1980
- **Date of Officer of Appointment to Feeder Post**: 29-09-1980
- **Date of Confirmation in Feeder cadre**: 29-09-1980

## Second Promotion Details
- **Year of Consent Action taken**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 09-08-1980
- **Date of Officer of Appointment to Feeder Post**: 29-09-1980
- **Date of Confirmation in Feeder cadre**: 29-09-1980
- **Year of Departmental Exam**: 2000
- **Roll No. in Departmental Exam**: 4785
- **Feed Back Hel**: 29-09-1980
- **Date of Officer of Appointment to Feeder Post**: 29-09-1980
- **Date of Confirmation in Feeder cadre**: 29-09-1980

**Sample Data Entry in respect of official with following details**
- **DOB**: 20-10-1968
- **Date Of Appt**: 01-08-1989
- **Appointed as**: Peon
- **Post**: Delhi
- **Date of Appt**: 29-09-1980
- **Date of Confirmation**: 29-09-1980

**NOTE**
1. In case multiple promotions have been given to any individual candidate, all the dates and details are to be inserted in a single line followed by a single space to indicate the separation of dates and details.
2. Circulars to be inserted on different colored lines for each promotion.