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**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**

**OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
ADMIN - III SECTION
10-A, S.K. BOSE ROAD, KOLKATA: 700001**

E-mail ID : cda-cal@nic.in

Website : www.pcafys.nic.in

Phone No : (033) 2248-5077 to 5080 Extn-374

FAX No. : (033) 2248-0991

No.153/AN-III/Promotion/Vol-102

Date: 18/01/18

To

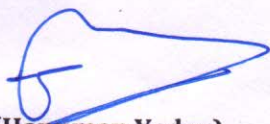
1. All Controllers of Finance and Accounts (Factories)
2. All Branch Accounts Offices
3. All Sections of Main Office including RTC and Railway Section
4. The Chief Internal Auditor (Ordnance Factories)
5. The Officer in Charge, AO OF Nalanda
6. The Officer in Charge, AO OF Korwa

Subject: Promotion of Clerks to the grade of Auditors for the vacancy period 01.04.2018 to 31.12.2018 being transition year.

Please, furnish names of those Clerk-cum-typist who are holding the feeder post of clerk-cum-typists on regular basis as on 26.09.2009 and completing eight years of qualifying service in Clerk's grade as on 01.04.2018 in the following Proforma given as **Annexure-A** for consideration of their promotion to Auditor's grade. While furnishing their names, **the disciplinary certificate alongwith their typing test status** may also be endorsed. If the APAR for the year 2015-2016 has not been forwarded the same may please be sent to AN-I section of this office immediately.

The report may please be forwarded to this Office by 25.01.2018 positively by FAX (033-22480991)/Speed Post/Email (cda_cal@nic.in) for finalization of adjudication report by due date.

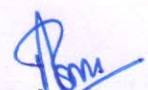
Nil report is also required.


(Hanuman Yadav)
Dy. Controller of Accounts

Copy to:

The Officer in Charge
Website Cell
M.O.(local)

: For uploading please.


(Anindya Biswas)
Sr. Accounts Officer (AN)

DKC
18/1

ANNEXURE - A**STATEMENT SHOWING DETAILS OF CLERKS (Who have completed 8 years as on 01/04/2018) FOR PROMOTION TO AUDITOR'S GRADE**

Sl. No.	Name	A/C No.	Whether UR/SC/ST	Date of Birth (DD-MM-YYYY)	DOA as Group 'D'	DOP as Record Clerk	Offer of Apptt. In clerk's grade (Direct)	DOP/Apptt. As Clerk
1	2	3	4	5	6	7	8	9
Year of Examination in SSC as Clerk	Roll No.	All India Rank/Merit No.	Whether Typing Test Passed/ Not Passed/ Exempted	(Whether P/D/ID/C) P - Promotee D - Direct ID - Inter Deptt C - Compassionate	Whether physically handicapped viz. OH, VH or Hearing.	Office/ Section	Disciplinary Status	Remarks
10	11	12	13	14	15	16	17	18

Signature of Officer-in-Charge