

**Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts**

Mahalekha Niyantarak Bhawan,
E-Block, GPO Complex, INA,
New Delhi-110 023

Dated : 4th January, 2018

OFFICE MEMORANDUM

Sub:- APAR Dossiers of AAOs for holding DPC for their promotion as Accounts Officer for the Vacancy Year 2018 (01-04-18 to 31-12-2018)- Reg.

It is intimated that DPC for drawing up panel of Accounts Officers for the vacancy year **2018 (transitional period 01-04-18 to 31-12-2018 as per DoPT OM No. 22011/4/2013-Estt (D) dated 8th May, 2017)** is to be held shortly. In this regard, it is requested that APAR Dossier in respect of AAOs of **General Category upto Sl. No. 182 and SC\ST category upto 670** of the Gradation list of AAOs as on **01-04-2017** (available at **cga.nic.in**) may please be sent to this office by **28-02-2018**.

While forwarding the dossiers to this office, it may please be ensured that the dossiers are complete upto 2016-17 and necessary action in respect of adverse entries/grading Average/Below Average, if any, has also been taken as per DoPT guidelines on the subject. In cases where dossiers have already been sent to CGA office for earlier DPC, the latest APAR i.e. 2016-17 alongwith necessary seen certificate from the concerned officers may please be sent so that their dossiers could also be updated.

In case APARs are pending with previous ministry of the AAO, the present Pr. CCA\CCA\CA may call the same from that ministry and send to this office.

The Vigilance Clearance Certificate may be issued strictly according to DoPT OM No. 22034/4/2012-Estt.(D) dated 2nd November, 2012.

— It is also requested that a certificate regarding vigilance clearance in respect of each AAO in the enclosed **pro forma** only may please be sent along with the APAR dossiers latest by the above said date. This may please be accorded **top Priority**.


(Chander Prakash)
Sr. Accounts Officer

Encl. : As above.

To

ALL Pr.CCAs/CCAs/CCP/CFA/Jt.CGAs/CAs/DyCAs all Min./ Deptt.

Pro forma for Current Vigilance status

Vigilance Clearance Certificate may be issued strictly according to DoPT OM No. 22034/4/2012-Estt.(D) dated 2nd November, 2012.

1	Current Vigilance status of (Name of the AAO)	Shri/Smt./Ms.
2	Gradation List No. (as per Gradation List as on 1-4-2017 of AAOs)	
3	Present Ministry	
4	Present Office/Department	
5	Cases where charge sheet* has been issued and disciplinary proceedings are on	
6	Cases where prosecution for criminal charge is pending in Court of Law	
7	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order / order for review of suspension.	
8	Major Penalty/Minor penalty imposed in the last ten (10) years if any, and currency of such penalty.	
9	Details of APARs not available in the APAR dossier alongwith the detailed reasons and efforts made.	
10	Details of adverse entries/ grading AVERAGE/below Average, if any: i) Whether the same are communicated. ii) Whether reply has been obtained iii) Whether the reply has been considered. iv) The final outcome of the adverse entries.	
11	Whether requisite seen certificate has been enclosed alongwith the APARs.	

Dated :

Sr.AO/AO

(Signature with stamp)

- If a charge sheet has been issued a copy of the same may be enclosed.
- Note : NONE OF THE COLUMNS ABOVE BE LEFT BLANK.