

E-17514
No. K-1902/1/2024/MF-CGA (A)/HR-II/372
Government of India
M/o Finance, D/o Expenditure
Office of Controller General of Accounts

Email: groupbsec-cga@gov.in
Fax : 011-24626497

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

Dated: 08.11.2024

OFFICE MEMORANDUM

Subject:- APAR Dossier of AAOs for holding DPC for promotion as Sr.AOs for the Vacancy Year 2024/2025-regarding

I am directed to invite reference to this office OM of even No. 338 dated 15.10.2024 (copy enclosed) calling for APAR dossiers in respect of AAOs who are in zone of consideration for promotion in the grade of Sr. Accounts Officer for the vacancy year 2024/2025 **by 05.11.2024**. It has been observed that the requisite APARs have still not been received from some of the concerned Ministries/Depts.

2. While forwarding the APARs dossiers, it may kindly be ensured: -

- (i) The details of the APARs gradings of AAOs falling in the consideration zone for promotion as Sr.AO is sent in Soft Copy (in MS. Excel only) as per Annexure A attached.
- (ii) The missing APAR period(s)/Gap Slips/No Report Certificates, wherever applicable, are issued with the approval of the Competent Authority in the Ministry.
- (iii) Print out of the online APARs are sent duly ink signed on each page by an officer not below the rank of Dy.CA (with official stamp).
- (iv) In case of manual APARs, "Seen Certificate" of the officers reported upon are also sent.
- (v) Details of Major/Minor penalties imposed during the last 10 years if any, in case of AAOs under consideration zone are sent as per Annexure B attached.
- (vi) Details of Court Case is pending against the concerned AAOs.
- (vii) Certificate of Persons with Benchmark Disability (PwBD) is sent duly verified by an officer not below the rank of Dy.CA (with official stamp).

3. Offices of Pr.CCAs/CCAs/CAs are requested to send the APARs of the concerned AAOs alongwith above information/documents **by 18.11.2024 positively** as per instructions contained in ibid O.M. dated 15.10.2024.


(Vikal Raj)

Sr. Accounts Officer

To

- 1) All Pr.CCA/CCA/CA of Ministry/Department concerned.
- 2) Sr.AO (ITD), O/o CGA, New Delhi for uploading on the CGA's website.
- 3) Guard File

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No. K-1902/1/2024/MF-CGA (A)/HR-II/ 338
Government of India
Ministry of Finance
Department of Expenditure
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Email: groupbsec-cga@gov.in
Fax : 011-24626497

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

Dated: 15.10.2024

OFFICE MEMORANDUM

Subject:- APAR Dossier of AAOs for holding DPC for promotion as Sr.AOs for the Vacancy Year 2024/2025-regarding

A DPC for drawing up panel of AAOs for promotion in the grade of Senior Accounts Officers for the **Vacancy year 2024 & 2025** shall be conducted after finalization of the Recruitment Rules of Sr. Accounts Officers.

All the offices of Pr.CCAs/CCAs/CAs (I/C) of the Ministry/Department concerned are hereby requested to send the ACR/APAR Dossiers of AAOs of **General Category upto Sl. No. 474 (Ms. R. V. Padma), SC Category upto 477 (Shri Ranojit Bala), ST Category upto 742 (Shri Vishito Kulno) and PH Category upto 788 (Shri Rajesh Kumar K (PH))** of the draft Gradation list of AAOs as on **01-01-2024** (available at cga.nic.in), to this office by **05.11.2024**.

While forwarding the dossiers to this office, it may please be ensured that the dossiers are complete upto 2022-2023 and necessary action in respect of adverse entries/Average/Below Average grading, if any, has also been taken as per DoPT guidelines on the subject. In cases where dossiers have already been sent to this office for earlier DPC/Review DPC, the remaining APARs upto 2022-2023 along with necessary 'seen certificate' from the concerned officers may also be sent to this office. In case APARs are pending with previous Ministry of the AAO concerned, the present office of Pr.CCA\CCA\CA may call for the same from that Ministry and send to this office.

Further, the Vigilance Clearance Certificates and requisite Certificates of Disability of the concerned officers will be called for separately in due course.


(Vikal Raj)
Sr. Accounts Officer

To

- 1) All Pr.CCA/CCA/CA of Ministry/Department concerned.
- 2) Sr.AO (ITD), O/o CGA, New Delhi for uploading on the CGA's website.
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ANNEXURE-A

DETAILS/PARTICULARS OF AAOs ALONGWITH APAR GRADING OF THE AAOs FALLING UNDER CONSIDERATION ZONE FOR PROMOTION AS SAO: DPC 2024 & 2025

S. No.	GL2024 No.	Name	CAT (UR/SC/ST)	WHETHER BELONG PwBD	DOB	MINISTRY	STATION	SINCE	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23		Remarks, if any		
									REPORTING	REVIEWING	REPORTING	REVIEWING	REPORTING	REVIEWING	REPORTING	REVIEWING	REPORTING	REVIEWING	REPORTING	REVIEWING	REPORTING	REVIEWING		REPORTING	REVIEWING
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NOTE:- DETAILS MAY BE SEND IN SOFT COPY IN MS.EXCEL ONLY.

