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कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002

Office of the Principal Controller of Defence Accounts (Central Command) Cariappa Road, Cantt.,
Lucknow, Pin Code – 226002

कार्यालय दूरभाष सं०-0522-2451547 कार्यालय फैक्स सं०-0522-2451993

Office Phone NO. 0522-2451547 Office Fax NO. 0522-2451993

E-Mail ID: pcdacc-an-1@cgdamail.org

CIRCULAR

(Through PCDA CC website)

NO. AN/1A/1004/MISC/ROSTER

Dated: 01-02-2018

✓ To,

The CDA RTC Lucknow

The IFA (CC)

All Sub-offices

All Section in Main Office

Sub:- Updation of Seniority List(s)/Roster(s) for various posts.

Ref:- HQrs office letter no. AN/XI/12211/MISC/2017 dated 31-01-2018.

Please refer to the above cited Hqrs office letter, available of CGDA website, on the above subject. It is requested that up-to-date data in respect of all officers/staff upto AAOs of your office be sent to AN-1A Section of this office through soft copy in Excel format as given in the above referred Hqrs office letter through email id: pcdaccan1a@gmail.com as well as in hard signed copy latest by 07-02-2018.

sd —

(Pritam Dutta)

DCDA(AN)

✓ **Copy to:-**

The O I/C

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For upload on on the PCDA (CC) website please.

O A Cell

(Local)

(S K-Gupta)

SAO (AN)

CONTROLLER GENERAL OF DEFENCE ACCOUNTS
ULAN BATAR ROAD, PALAM, DELHI CANTT-10

File No. : प्रशा/XI/12211/विधि/2017

Dated : 29/01/2018
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To,

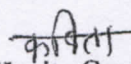
PCA (Fys)/PCsDA/CsDA
(Through CGDA Website)

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

Seniority Lists/Rosters for various posts have been published on CGDA website from time to time and the exercise for publication of Updated Seniority List(s)/Rosters(s) for various posts is in hand at HQrs office. To facilitate the process of revision/updation of Seniority List(s)/Roster(s), it is requested that up-to-date data (as per enclosed format) as on 01-02-2018, in respect of all officers/staff of the following cadre, held on the strength of the office (including those on Deputation/Proforma Strength) be sent to Hqrs office, through soft copy in Excel format and scanned copy of signed report in PDF format, as per schedule mentioned in front of respective post(s). The report be mailed at email id : hqanxi.dad@hub.nic.in with the subject line reading as "Employees data for the post of XXX as on 01-02-2018"

Post/Grade	Report to be mailed/forwarded latest by
1. PS	07/02/2018
2. Stenographer Grade I	07/02/2018
3. Stenographer Grade II	07/02/2018
4. Sr. Hindi Translators	07/02/2018
5. Hindi Translators	07/02/2018
6. Staff Car Driver Grade I	07/02/2018
7. Staff Car Driver Grade II	07/02/2018
8. DEO	15/02/2018
9. Record Clerks	15/02/2018
10. Clerks	15/02/2018
11. MTS	15/02/2018
12. Auditors	21/02/2018
13. Senior Auditors	21/02/2018
14. AAO (including erstwhile SO(A))	21/02/2018

Detailed instructions regarding preparation of Excel Sheet for data are enclosed as Annexure to this letter. To ensure smooth consolidation of data and to ensure uniformity of data, it may please be ensured that the format of Excel Sheet is **NOT** tampered with and the dates mentioned in the data are as strictly as per "DD-MM-YYYY" format only. This is a one time activity, hence due diligence & check and balance strategy is to be adopted. Main basic data is to be fetched from Tulip and balance data is to be fed from Service Record/Office Records. Report is to be sent with the approval of PCA/PCDA/CDA.


(Kavita Garg)
Sr. Dy. CGDA (AN)

Annexure

1. General Structure of Excel Sheet should not be tempered with. Only concerned data should be entered in a particular column **without** any indicating sign like * # etc so as to facilitate seamless merging of data. Any and all remarks/comments should be entered in the remarks columns **ONLY** in front of the respective entry.
2. **Data of all employees of the organization belonging to a particular cadre, should be forwarded in ONE go as per timeline.** Sample Excel Sheet(s) are attached.
3. All columns of the excel sheets depicting dates should necessarily be FORMATTED to date format with "DD-MM-YYYY" as the date format. All dates should necessarily be in "DD-MM-YYYY" format
4. In case of Directly recruited employees after the year 1998, the SSC Exam Year and SSC All India Rank are **ABSOLUTELY NECESSARY FIELDS** and all out effort should be undertaken, including obtaining such information **with supporting documents** from individual concerned, wherever required, and to keep the same in service records of the individual after due verification of authenticity while populating the data in the Excel Sheet.
5. In case the name of the individual features in the already published seniority list/roster to the post, the seniority list number should necessarily be indicated in the Excel Sheet.
6. Pt. II OO indicating all Antedations/Changes in data of Seniority List since last publications should be enclosed. The amendment data should be denoted in RED FONT and copy of documents authorizing the amendment be necessarily attached.
7. Utmost care should be taken to ensure that all employees held on the proforma strength of the organization (including those on deputation/attachment) are included in the report so compiled. **A certificate to the effect that all employees of the cadre have been included in the report may also be attached.**
8. In this regard, it is suggested that to facilitate data entry and to reduce the chances of omission of details of any employee, the details of existing employees (except those on deputation/attachment) can be fetched from the Tulip DAD PMS data. However, even TULIP data may be verified from the Service/Official records before forwarding :

Admin-1 —> DAD Employee —> Generate Report —> Select Effective Strength

The data in Excel Sheet so obtained can then be appropriately used to prepare the respective Excel Sheets and balance fields are to be fed from individual and office records. This is a one time activity and due care and check & balance strategy may be adopted while entering the data to avoid any grievance at later stage.

9. Cases where data is not available in Tulip, the requisite data may be directly obtained from Service/Official Records of the individual
10. Sample Excel Sheet denoting promotion details of an employee availing four promotions (from MTS to Auditor) is attached for reference.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
S.No.	A/C Number	Name	Category (Gen/SC/ST/OBC)	In case of SC/ST/OBC candidates, whether originally appointed against General vacancy (To be ascertained from SSC Dossier)	PH/OH /HH	Date of Appointment in Government Service	Date of Appointment in DAD	Grade in which appointed in DAD	Organization	DOB	Present Post	Existing Rank as per last published roster/Draft Seniority List	Date of Offer of Appointment to Present Post
✓	✓	✓	✗		✗	✓	✗	✓	✗	✗	✗		

Appoint ment Date to Present Post	Date of Confirmation in Present Post	Direct/Promotee	Direct Recruitment Details							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	
15	16	17	18	19	20	21	22	23	24	25	26	27	28	

NOTE

अगर किसी अधिकाड़ी/कर्मचारी को एक से अधिक पदोन्नति दी गयी है तो हर पदोन्नति के लिए कॉलम संख्या 22 से 28 को पुनर्दल करने पर सभी कॉलमों को आंतरिक रूप से भरना और हर बार इन कॉलमों में परिवर्तन किया जाये ।
 In case multiple promotions have been given to any individual Column No. 22 to 28 should COMPULSARILY repeated and populated in different font colour for EACH Promotion.
 2 रिपोर्ट में वर्णित सभी दिनांकों को आंतरिक रूप से "DD-MM-YYYY" फॉर्मेट में ही भरना जारी ।
 All dates entered in the report should COMPULSARILY be in "DD-MM-YYYY" format.

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SAMPLE EXCEL SHEET

S.No	A/C Number	Name	Category (Gen/SC/ST/OBC)	In case of SC/ST/OBC candidates, whether	PH/PH/HH	Date of Appointment	Date of Appointment	Grade in which appointed in	Organization	DOB	Present Post	Existing Rank as per list	Date of Offer	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	KVG	Gen	NO	NO	01-08-1988	01-04-1989	Peon	CG	20-10-1988	Auditor		31-03-2017	03-04-2017		Promotee

Direct Recruitment Details										First Promotion Details										Second Promotion Details									
SSC Rank/Year	SSC Roll No.	SSC All India Rank	SSC Final 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	Feeder Rank to be published as per last roster/post/ vacancy 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	Feeder Rank to be published as per last roster/post/ vacancy 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	Feeder Rank to be published as per last roster/post/ vacancy list					
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44			
						Peon		01-08-1989	01-08-1991																				

Third Promotion Details										Fourth Promotion Details														
Year of Original 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	Feeder Rank to be published as per last roster/post/ vacancy 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	Feeder Rank to be published as per last roster/post/ vacancy 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	Feeder Rank to be published as per last roster/post/ vacancy list				
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
2004		Rev. CIP	12-01-1998	28-01-1998	28-01-2000																			

Sample Data Entry in respect of official with following details

DOB: 20-10-1988
 Dt. Of Appt: 01-08-1989
 Appointed as: Peon
 Promotion Details:

Post: Peon
 Appointment date: 28-02-1995
 Record Card: 28-01-1998
 CHK: 15-09-2008
 Auditor: 02-04-2017

Date of Offer of Appt.: 12-01-1998

Through Departmental Exam held in 2004

NOTE

1. यहाँ दिये गए डेटा केवल केवल के लिए हैं। यदि किसी भी कारणवश यह डेटा किसी भी अन्य व्यक्ति के लिए सही नहीं है, तो इसे सही करने के लिए प्रशासन को सूचित किया जाना चाहिए।
 2. प्रोमोशन के लिए दिये गए डेटा केवल के लिए हैं। यदि किसी भी कारणवश यह डेटा किसी भी अन्य व्यक्ति के लिए सही नहीं है, तो इसे सही करने के लिए प्रशासन को सूचित किया जाना चाहिए।