

CIRCULAR IMMEDIATE/ TOP PRIORITY

No. AN/III/1672/XVI  
OFFICE OF THE PCDA  
AGRAM POST  
BANGALORE  
DATED: 23<sup>rd</sup> July 2021

TO,  
ALL SECTIONS IN MAIN OFFICE  
ALL SUB OFFICES UNDER PCDA BANGALORE

SUB: Promotion of MTS to the grade of Clerk on Seniority-cum-fitness basis for the  
Vacancy year **2022**

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It has been intimated by HQrs. Office vide their letter No. AN(Estt-  
Others)/11401/DPC/2022/MTS to Clerk dated 15.07.2021 to convene a DPC to adjudicate  
MTS (erstwhile Record Clerks promoted upto **September 2009**) for consideration of their  
promotion to the grade of Clerk for the vacancy year – 2022 on seniority-cum-fitness basis.

In view of the above, the names of MTS (erstwhile Record Clerks promoted upto  
**September 2009**) may be forwarded in the Proforma enclosed (uploaded in PCDA website)  
so as to reach this office positively by 06.08.2021 in order to enable this office to furnish the  
same to HQRs Office within the stipulated date.

Also ensure that no eligible individual is left out from your office/section. 'Nil'  
report is also required.

All local officers/Sections are requested to hand over the reports by hand directly to  
AN III Section and outstation offices are requested to send the reports by FAX without fail.

Encl : as above

*sdl-*  
Sr. Accounts Officer (AN)

Copy to:  
The Officer I/c - for uploading in the website  
OA Cell  
(Local)

*V. S. Mayale*  
Sr. Accounts Officer (AN)

**PROFORMA FOR ADJUDICATION REPORT FOR PROMOTION OF MTS (ERSTWHILE RECORD CLERK) TO THE GRADE OF CLERK (ON SENIORITY-CUM-FITNESS BASIS) FOR THE VACANCY YEAR 2022.**

| Sl. No. | Name | A/c No. | Date of Birth (DD-MM-YYYY) | Date of Offer of Appointment (DD-MM-YYYY) | DOA as Group 'D' (DD-MM-YYYY) | DOP as Record Clerk if any (DD-MM-YYYY) | Whether UR/SC/ST |
|---------|------|---------|----------------------------|---|-------------------------------|---|------------------|
| 1       | 2    | 3       | 4                          | 5   | 6                             | 7                                       | 8                |

| Whether physically handicapped viz. OH, VH or Hearing | Integrity (Certified/Not Certified) | Grading of APARs |         |         |         | Recommendations of DPC (FIT/ UNFIT/SEALED COVER) | Organization | Remarks |
|---|-------------------------------------|------------------|---------|---------|---------|--|--------------|---------|
|   |                                     | 2015-16          | 2016-17 | 2017-18 | 2018-19 |  |              |         |
| 9   | 10                                  |                  |         | 11      |         | 12   | 13           | 14      |

Certified that:

1. The individual is not related to any member of DPC.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.
3. Service particulars have been verified from the service documents and found correct.
4. While adjudicating the case of the above mentioned individual(s), the provisions contained in HQ office circular No. AN/XI/11060/1/Vol IV Dated 18.09.89 have been kept in view by the DPC.
5. No eligible individual falling within the zone of consideration has been omitted.

MEMBER OF DPC-I

MEMBER OF DPC-II

CHAIRMAN OF DPC

APPROVED  
PCDA/CDA