



भारत सरकार
GOVT. OF INDIA

कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), जयपुर-12
Principal Controller of Defence Accounts (SWC)
Khatipura Road, Jaipur

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रक्षा मंत्रालय
MIN. OF DEF.

Circular

No. AN/I/101/Roster

Dated: 05.02.2018

To,

All Sections in Main Office

All Sub-Offices

Sub: Updation of Seniority Lists/Rosters for various posts.


Ref: HQrs Office letter No. प्रशा/XI/12211/विधि/2017 dated 31.01.2018 (available on CGDA website)

HQrs Office has intimated that Seniority Lists/Rosters for various posts are to be updated. To facilitate the process of revision/updation of Seniority List(s)/Roster(s), the up-to-date data (on the enclosed format) as on 01.02.2018, in respect of all officers/staff of your section/office is required so as to enable this office to verify the details and to forward the complete data to HQrs.

2. Therefore, details (on the enclosed format) in r/o all officers/staff of your section/office may please be get filled from the individual concerned duly signed by them and be forwarded immediately so as to reach this office by **07.02.2018**.

3. It may please be ensured that entries in the column no. 18 to 21 (the SSC Exam Year, SSC Roll No., SSC All India Rank and SSC Zonal Rank) are ABSOLUTELY NECESSARY for the employees recruited after the year 1998. Supporting documents for such information may also be obtained from the individual concerned and the same be forwarded with the format after due verification of authenticity.

GO (AN) has seen.


(Ram Babu)
Sr. AO (AN)

Copy to:

✓ EDP Section: for uploading the website.


Sr. AO (AN)

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)	PHY/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
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Promotional Details													
Direct Recruitment Details													
Appoint ment Date to Present Post	Date of Confirmation in Present Post	Direct/Promotee	SSC Batch/Year	SSC Roll No.	SSC All India Rank	SSC Zonal Rank	Clearance 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 अधिकारी/कर्मचारी को एक से अधिक पदोन्नति दी जाती है तो हर पदोन्नति के लिए क्वॉलम संख्या 22 से 28 को पुनर्वितरित करते हुए सभी कॉलमों को आवश्यक रूप से भरा जाए एवं हर बार इन कॉलमों में प्रविष्टि के रंग को परिवर्तित 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 आवश्यक रूप से "DD-MM-YYYY" फॉर्मेट में ही भरा जाये।
 All dates entered in the report should COMPULSARILY be in "DD-MM-YYYY" format.