
	रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI- 781171 फोन/Ph फ़ैक्स/Fax: 0361-2640394, 2640204 e-mail: cdaguwadmin1c.dad@hub.nic.in	
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महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR No.- 34

(Through CDA Guwahati WEBSITE)

सं./ No. AN/1 C/727/DE/Prom/Vol-IX

दिनांक /Dated: 24/03/2022

सेवा में / To

- 1) All Sections of MO CDA Guwahati
- 2) All Sub-Offices

विषय/ Sub: Departmental Examination for promotion of Graduate Clerk and Graduate MTS to Auditor Grade, June, 2022.

संदर्भ/ Ref.: HQrs Office Most Urgent Circular No. Pers/SAS/16501/CG&GMTS-AUD/2022/PROG dt. 22/03/2022.

It has been decided by the DAD HQrs Delhi Cantt. to conduct examination for promotion of Graduate Clerks and Graduate MTS to Auditor grade amongst Graduate Clerks-cum-Typists and Graduate MTS having a minimum of 3 years combined service in MTS/Clerk as on 1st June, 2022 in the grade for consideration of promotion to the grade of Auditors against 10% quota prescribed in the Recruitment Rule as per schedule shown below:

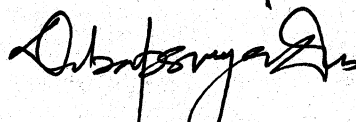
DATE / DAY	TIME	PAPER	Section wise break up of marks	Max. Marks	Qualifying marks
02.06.2022 (Thursday)	10.00 AM to 01.00 PM	A composite paper of 3 hrs duration consisting of Section-'A' Codes, Manuals and Elementary knowledge of Computers- objective and short descriptive type (Without Books)	100	150 (The marks of both sections put together)	GEN. = 60 SC/ST=55
		Section 'B' Comprehension and writing ability in English	50		

Note: The promotion shall be effected subject to availability of vacancies as per Recruitment Rule and fulfillment of other laid down conditions as per extant orders.

2. It is requested to forward names of intending candidates who fulfill the prescribed criteria **in enclosed proforma duly completed in all respects and countersigned by the officer in charge of sections in Main Office and Head of Sub-Offices** in confidential cover addressed to Shri Debapriya Das, Accounts Officer (AN) of this office so as to reach this office latest by 1st April 2022, repeat, by **1st April 2022**. Applications received after the above mentioned date will under no circumstances be entertained.

Information sent through e-mail/ FAX will not be considered till the receipt of post copy along with prescribed proforma by due Date. Detailed information about guidelines, syllabus/ Module and application proforma may please be downloaded from the CDA Guwahati website without waiting for post copy of original letter/ circular from this office.

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3. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. of Empowerment of persons with Disabilities (Divyangjan), New Delhi F No. 34/02/2015-DD-III dated 29/08/2018 circulated vide HQrs Office letter No. AN/VIII/8200/2/PH/Annual dated 19/03/2019 details of the physically handicapped category of the candidates may be intimated. In case, a physically handicapped candidate is desirous of facility of scribe/ compensation time etc., application duly recommended by the PCDA/CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

4. Further, in pursuance of the instructions contained in Govt. of India, Cabinet Secretariat, Department of personnel and administrative reforms OM No. F 36021/10/76-Estt(SCT) dated 21/01/1977 regarding relaxation of standards, in the case of Schedule Caste/ Schedule Tribe candidates in qualifying examination, which was dispensed in consonance with the DoP&T OM No. 36012/23/96-Estt(Res) dated 22/07/1997 and subsequently reintroduced vide DoP&T No.36012/23/96-Estt (Res) Vol-II dated 03/10/2000, it has been decided by the CGDA to lower/ relax the qualifying standards for SC/ST candidates appearing in the examination upto a maximum of 5 marks in aggregate, i.e., the qualifying marks for SC/ST candidates would be 55 marks as against 60 marks for general category candidates. **This may be brought to the notice of all SC/ST candidates.**

5. Intending candidates may be asked to declare whether he/ she belongs to the reserved community and such declaration, duly countersigned by Officer-in-charge of the section in Main Office/ Heads of Sub-Offices, may please be forwarded to this office along with the application for updating the records. Further, in pursuance of this office letter Nos. AN/1 C/727/Prom/Vol-XLIII dated 21/01/2013 & AN/1 C/SAS-I/NS/APRIL/2013 dated 31/01/2013 and AN/1 C/727/Prom/Vol-XLIII dated 26/04/2013 regarding verification of caste certificate of SC/ST & OBC candidates at the time of initial appointment/ promotion, it is requested that necessary undertaking as stipulated therein, in consonance with DOP&T OM No. 36011/3/2005-Estt(Res), dated 09/09/2005 may also invariably be obtained from ST/SC candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs Office (Copy of undertaking proforma enclosed).

It is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of this circular on the official website.

The HQrs Office circular, undertaking, application proforma, syllabus / Module and list of books may be downloaded by the candidate from CDA Guwahati website www.cdaguwahati.gov.in as **no separate hard copy of this circular is being dispatched.**

Receipt of the communication may please be acknowledged. **NIL Report is also required.**

संलग्नक/Enclo.: यथोपरि /As stated above.

-sd/-

(एन. के. बिस्वास /N. K. Biswas)

उप नियंत्रक (प्रशा)/Dy. Controller (AN)

प्रतिलिपि प्रेषित / Copy to:-

1. The DAD HQrs, Ulan Batar Road, Palam
Delhi Cantt. - 110010
- ✓ 2. The Officer-in-charge
IT&S Wing (Local)

- For information w.r.t. above please.

- It is requested to upload the same in the official website of CDA Guwahati.


(देबप्रिय दास / Debapriya Das)

लेखा अधि.(प्रशा) / Accounts Officer (AN)

PROFORMA**DEPARTMENTAL EXAMINATION FOR PROMOTION OF GRADUATE CLERK AND MTS TO AUDITOR GRADE 2022****RECOMMENDATION OF PCsDA/CsDA WITH FULL SERVICE PARTICULARS OF INTENDING CANDIDATES**

Sl. No.	Name of the candidates	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Date of Promotion, if any	Educational Qualification	Service in the Grade as on 01.06.2022 (in years)	Whether SC/ ST/ GEN.	Whether Physically Handicapped	Station and Office where serving	Nearest centre to the candidate duty point	Language option Hindi / English	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Certified that:

1. Service Particulars have been verified from the Service Books and found correct.
2. No disciplinary/vigilance case is pending or being contemplated against the individual.

Name and Signature of the Board Member (1)

Name and Signature of the Board Member (2)

Recommendations and Acceptance of JCDA/CDA
Name and Signature

CERTIFICATE FOR SC/ST

I.....hereby declare that I belong tocommunity which has been included in the list of Scheduled Caste/Scheduled Tribe (as the case may be) of Central Government.

Signature :

Name :

Designation:

Account No.:

(To be filled by the Main Office of PCDA/CDA concerned)

The above declaration of candidate has been verified as per the information recorded in the Service Book of the individual and found correct.

Dated:2022

Signature and Name

**Sr. Accounts Officer/Accounts Officer(AN)
Office of the PCDA/CDA**