

No.A-32012/2/2015/MF-CGA(A)/Gr.B/831  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts  
Lok Nayak Bhawan, Khan Market,  
New Delhi- 110 003

Dated : the 9<sup>th</sup> December, 2015

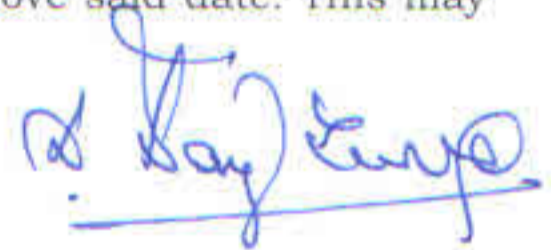
**OFFICE MEMORANUM**

**Sub:- Confidential Report Dossier of AAOs for holding DPC for their promotion as AOs - Reg.**

It is intimated that DPC for drawing up panel of Accounts Officers for the vacancy year 2016-17 is to be held shortly. In this regard, it is requested that Confidential Report Dossier in respect of AAOs of General Category upto Sl. No. 220 and SC/ST category upto Sl.No. 510 of the Gradation list of AAOs as on 01-04-2015 (available at [cga.nic.in](http://cga.nic.in)) may please be sent to this office by **15-01-2016**.

**While forwarding the dossiers to this office, it may please be ensured that the dossiers are complete upto 2014-15 and necessary action in respect of adverse entries/grading Average/Below Average, if any, has also been taken as per DoPT guidelines on the subject.** In cases where dossiers have already been sent to CGA office for earlier DPC, the latest APAR i.e. 2014-15 alongwith necessary seen certificate from the concerned officers may please be sent so that their dossiers could also be updated.

It is also requested that a certificate regarding vigilance clearance in respect of each AAO may please be sent along with the CR dossiers in the enclosed proforma latest by the above said date. This may please be accorded **top Priority**.



(D.D.K.T. Dason)  
Assistant Controller of Accounts

**Encl. : As above**

To  
ALL Pr.CCA/CCA/CA/DyCA All Ministry / Department



## Proforma for Current Vigilance status

1	Current Vigilance status of (Name of the AAO)	Shri/Smt./Ms.
2	Gradation List No. (as per Gradation List as on 1-4-2015 of AAOs)	
3	Present Ministry	
4	Present Office/Department	
5	Cases where charge sheet* has been issued and disciplinary proceedings are on	
6	Cases where prosecution for criminal charge is pending in Court of Law	
7	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order / order for review of suspension.	
8	Vigilance cases Contemplated	
9	Major Penalty/Minor penalty imposed in the last ten (10) years if any, and currency of such penalty.	
10	Remarks	
11	Details of ACRs not available in the ACR dossier alongwith the detailed reasons and efforts made.	
12	Details of adverse entries/ grading AVERAGE/below Average, if any: i) whether the same are communicated. ii) Whether reply has been obtained iii) Whether the reply has been considered. iv) The final outcome of the adverse entries.	
13	Whether requisite seen certificate has been enclosed alongwith the ACR.	

Dated :

stamp)

- If a charge sheet has been issued a copy of the same may be enclosed.
- Note : NONE OF THE COLUMNS ABOVE BE LEFT BLANK.

Sr.AO/AO  
(Signature with