

**ALL INDIA DEFENCE CIVILIAN CLERK'S ASSOCIATION OF  
AOC & RECORD OFFICES**



(Recognised by Govt of India Ministry of Defence March 1958)

**HQs: N-2/10A, PHASE-1, BUDH VIHAR, NEW DELHI-110086**  
**President : Tule Ram :: General Secretary : KC Moudgil**

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Delhi High Court CAT (Principal Bench) New Delhi

**Rep in JCM** : Departmental Council Ministry of Defence & AHQ Council (JCM)

Ref No: AIDCCA/HQ/DPC CSO/OOC(Adm)

12 Jun 2015

Lt Gen Amit Sarin, AVSM, VSM  
Director General of Ord Service  
MGO Branch  
IHQ of MoD (Army)  
'A' Wing Sena Bhavan  
New Delhi - 110011

**Fillingup of Vacant posts in respect of OOC/CSO (Adm)  
in Army Ordnance Corps (AOC) under Ministry of Defence**

Respected Sir,

1. It is submitted that CSO/OOC (Adm) posts almost vacant not known reasons. Presently, only one CSO post is held up out of 07 posts and 06 posts are vacated for last one year, it seems that Dir OS (Pers) is not ardent to fill up the vacant posts.
2. Further, this HQ has approached vide letter No AIDCCA/HQ/Policy-OOC (Adm) dated 05 Apr 2014 for revision of Recruitment Rules in respect of OOC (Adm) post which is pending till today. No expeditious action has been taken by Dte OS (Pers) with the MoD (D/Appointment) and DoPT last one year.
3. On scrutinize the record of OOC (Adm), only 27 posts are filled out of the total 49 posts. Central Committee of this Association in its meeting held on 18 May 2015 has observed and further suggested that Dir OS (Pers) be approached to consider the wastage posts of CSO/OOC (Adm). Data of waste posts as given below has been prepared from the Seniority Roll published and circulated under AOC Records letter No 27587/S-Roll/Clks/CA-6 dated 20 July 2012 :-

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Cat	Auth	Held as on 1/6/2015	Vacant Posts	Eligible OOC(A) for Promotion of CSO (Adm)	Retirement OOC(A) from 01Jun 2015 to 31Dec 2015	CSO/ Holding c -(d+e+f)	Net Defi
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
OOO (Adm)	49	27	22	07#	Jun 15 - 01 Sep 15 - 01 Oct 15 - 01* Nov 15 - 01 Dec 15 - 01 Total = 04+01*	OOO(A) -16 27-(22+07+04)	33
CSO (Adm)	08	01*	06 #	-NA-		CSO -Nil	07

06 posts of CSO(Adm) are vacated last one year and bal 01 post will vacant on 31<sup>st</sup> Oct 2015. For filling up of the waste vacancies, 07 OOC(Adm) are eligible for promotion to the post of CSO (Adm), hence DPC for the said vacancies is reqd urgently.

Maximum Office Supdts are eligible for promotion to the posts of OOC (Adm). Therefore, DPC for 33 posts of OOC(Adm)' is reqd to fill up of the waste vacancies.

3. While carrying DPC for promotion against the wastage vacancies of the year, it should be kept in mind that atleast 25% vacancies of the total vacancies may be considered so that if any promtee unwilling to opt their promotion due to certain reasons in such case, next inwaiting may be allowed for such promotion so that 100% vacancies could be materlised/filled for the year. In this regard, Dir OS (Pers) may issue certificate of willingness/unwillingness of those persons who are in the zone of promotion. On obtaining willingness from the indls, thereafter integrity of such indls may be asked from the units. Further, to carry out smooth promotion cum posting order of an organisation, Dte OS (Pers) may be directed to make **Policy/SOP** on "promotion-cum-posting" in respect of OOC(Adm) posts. If any person (Office Supdt) refuses his/her promotion after producing willingness for the year which is offered to him/her, such person may be put in the Seniority of the "**junior most**" of the respective post.



4. In view of the above, worthy DG OS is requested to kindly look into the matter personally and direct the concerned to carry out DPC for promotion in respect of CSO/OOC (Adm) which are to be filled in the interest of the Organization (Army Ordnance Corps).

5. Sir, on going through the above by your good-self, we hope being the Head of the Organization, your kind honour will accede to our request to order to carry out DPC of the eligible candidates for promotion to the post of CSO&OOC (Adm) as early as possible, Sir.

Thanking you and assuring our utmost cooperation at all times.

Yours faithfully,

Sd/xxx  
( Tule Ram )  
President  
All India Def Civ Clks Assn  
Of AOC & Record Offices

Copy to:-

OIC Records  
AOC Records  
PIN-900453  
C/O 56 APO

- For information and necessary action. You are requested to provide list of Office Supdts to IHQ of MoD(Army) for their action please.