

No. A-11019/46/2017-18/MF.CGA/NG/Pro-Acctts/462

Government of India,
Office of Controller General of Accounts
Ministry of Finance, D/o Expenditure,
Mahalekha Niyantak Bhawan,
E- Block, CGO Complex, INA, New Delhi

Dated: 17 October, 2017

OFFICE MEMORANDUM

Subject: Preparation of Combined Seniority List of Accountants and LDCs under Central Civil Accounts Service (CCAS) Cadre for promotion of LDCs to Accountants and Accountants to Sr. Accountants.

This office has decided to initiate the process of preparation of Common Seniority list of Accountants and LDCs as on 01.10.2017 as common seniority list is mandatory requirement for promotion from LDC to Accountant and Accountant to Sr. Accountant in view of the following provision of relevant Recruitment Rules.

Column 12 of schedule of Senior Accountant of Central Civil Accounts Service (Accountant and Sr. Accountant Group "C" posts) Recruitment Rules, 2010(CCAS RR 2010), states that "Promotion from amongst Accountants with three years of regular service and who have qualified the Departmental Confirmatory Examination as per terms and conditions specified and conducted by the CGA, and such promotion shall be made from **common seniority list for all Ministries on the basis of seniority-cum fitness** as per procedure laid down under sub rule (2) of rule 5."

Further note below column 12 of Central Civil Accounts Service (Accountant and Sr. Accountant Group "C" posts) Recruitment Rules, 2010(CCAS RR 2010) states that where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided; they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service and have successfully completed their probation."

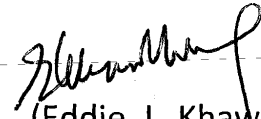
Similarly promotion from LDC belonging to the service with not less than five years of regular service shall be made from **common seniority list for all Ministries on the basis of seniority-cum fitness** as per procedure laid down.

The common seniority list shall be prepared by the CGA by merging names from the seniority list of respective Ministry/Department. The inter-se-seniority of the candidates from different Ministries in the common seniority list shall be determined in terms of general principles for determining seniority in this regard as laid down by the

Government of India from time to time. **Relative seniority of all direct recruits will be according to the order of merit in the select list by the UPSC/SSC/other selection authorities except in cases of delay in reporting for duty after selection and unilateral transfers.** General guidelines for preparation of common seniority list and proforma for Common seniority list of Accountant and LDCs (Separate proforma) are enclosed for ready reference.

Further, it has been decided that promotion from LDC to Accountant and Accountant to Sr. Accountant will be regulated as per common seniority list prepared by CGA's Office in future i.e. w.e.f. 01.04.2018. Further, benefit of note below column 12 of Central Civil Accounts Service (Accountant and Sr. Accountant Group "C" posts) Recruitment Rules, 2010(CCAS RR 2010) is also available to all seniors from date of his junior promoted in any Ministry having CCAS cadre. The benefit of note below column 12 may also be reviewed, in past cases from first promotion of Accountant from LDC and Sr. Accountant from Accountant from issue of notification of CCAS (Accountant and Sr. Accountant) RR 2010 i.e. 01.04.2012.

All Pr.CCAs/CCAs/CAs are requested to provide aforesaid information to this office in prescribed proforma (enclosed) and also a soft copy in excel format on or before 30.11.2017 for preparation of common seniority list of Accountants and LDCs so that promotion of eligible employees may not be delayed. Further, they are also requested to verify the correctness of the particulars filled in the proforma from service book, personal file and other relevant documents before sending to this office.


(Eddie. L. Khawlhing)

Dy. Controller General of Accounts

To,

1. Addl. CGA, PFMS
2. All Pr.CCAs/CCAs/CAs
3. Jt. CGA (Admn.)

Copy to:

Sr. AO (ITD) with the request to upload on CGA website.

Use these Abrevations for filling up column 7 Mode of Selection of Accountnat

Abbreviation to be used

- DR/SSC/Year/Rank
DR-Absorb
DR-Surplus
DR-Comp.
DR-unilateral
Promtion-seniority
Promotion-LDCE/Year/Rank

Use these Abbreviations for filling up column 7 Mode of Selection of LDC

Abbreviation to be used

- DR/SSC/Year/Rank
DR-Absorb
DR-Surplus
DR-Comp.
DR-unilateral
Promtion-seniority
Promotion-LDQE/Year

Guideline on seniority

The seniority of government servants is determined in accordance with the general principles and instructions issued from time to time as consolidated in the Department of Personnel & Training's OM No. 20011/1/2008-Estt.(D) dated 11.11.2010 and from the basis on which seniority is determined and a systematic comparison between two persons of the same grade can be made. Some of the basic principles of seniority fixation in case of appointments made by various modes of recruitments are ~~as follows~~ below:

A. Direct Recruits

(I) Relative seniority of all DRs will be according to the order of merit in the Select List drawn by the UPSC/SSC/other selecting authorities. Persons appointed from an earlier select list will rank senior en-bloc to those appointed in a subsequent selection.

(II) Seniority in case of delay in reporting for duty after selection: The following procedure is to be followed in case of selection through interviews and examination.

- i) An offer of appointment should clearly specify the period for joining and the period should not exceed one or two months, after which the offer would lapse automatically. Upon a request for extension of time from a candidate, in exceptional circumstances, period can be extended only up to a maximum of six months from the date of issue of the original offer of appointment, after which the offer would lapse automatically. Candidates who join within the extended period of six months will not lose their seniority.
- ii) A lapsed offer of appointment should not ordinarily be revived later, except in exceptional circumstances, and in public interest. In such a case if a candidate joins before the candidates of the next selection by examination have joined, he should be placed below all others of his batch. If, however the former candidate joins after some or all the candidates of the next selection examination have joined he should be placed at the bottom of all the candidates of the next batch also.
- iii) In light of a Supreme Court judgment and vide the Department of Personnel & Training's OM No. 20011/5/90-Estt.(D) dated 04.11.1992, it has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of conformation.

B. **Promotees:** Seniority of the promotees would be fixed in the order in which they are recommended for such promotion by the DPC except those who have refused promotion or could not get their promotion due to other reasons. Persons appointed on the basis of an earlier select list being senior to those appointed from the subsequent select lists except where persons refuse promotion or names are deleted on review of the select list.

C. **Unilateral transfer:** The employees transferred on unilateral basis as per this OM No. A.22019/I/VIII/2013/MF.CGA(A)/NG/Trf/Vol.II/505 dated 20.01.2017 to be placed at the junior to

junior most in the common seniority list according to date of joining of new ministry after transfer instead of SSC ranking/date of joining of parent Ministry etc. for purpose of seniority list. However, their past services within CCAS shall be count towards determination of eligibility for promotion. It means that provisions of note below column 12 are not applicable to unilateral transfer cases.

D. Relative Seniority of Direct Recruits & Promotees: Shall be determined according to the rotation of the vacancies between Direct Recruits & Promotees, which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

(a) Column 11 schedule of Accountant of Central Civil Accounts Service (Accountant and Sr. Accountant Group "C" post) Recruitment Rules, 2010 (CCAS RR 2010), stated that total strength of Accountant/Sr. Accountant consists by (i) 70% by Direct Recruitment; (ii) 25% by promotion on seniority basis; (iii) 5% by promotion on the basis of limited departmental competitive examination.

(b) Column 11 schedule of Central Civil Accounts Service (Group "C" post, LDC) Recruitment Rules, 2000, stated that total strength of LDC consists by (i) 85% by Direct Recruitment; (ii) 5% of the vacancies shall be filled by promotion on seniority basis; (iii) 10% of the vacancies shall be filled by promotion on the basis of limited departmental qualifying examination.

In view of above, Promotees and Direct Employees may be shown in following sequence in seniority list

LDC	Accountant
1. DR	1. Promotion Seniority
2. Promotion Seniority	2. DR
3. DR	3. DR
4. DR	4. Promotion Seniority
5. DR	5. DR
6. DR	6. DR
7. DR	7. Promotion Seniority
8. Promotion-LDQE	8. DR
9. DR	9. DR
10. DR	10. DR
11. DR	11. Promotion Seniority
12. DR	12. DR
13. DR	13. DR
14. Promotion-LDQE	14. Promotion Seniority
15. DR	15. DR
16. DR	16. DR
17. DR	17. Promotion-LDCE
18. DR	18. DR
19. DR	19. DR
20. DR	20. DR

If adequate number of Direct Recruits or Promotees do not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of available Direct Recruits & Promotees and the excess persons available in either quota will be bunched together at the bottom of the seniority list obtained by rotation for that year. The unfilled vacancies of the other quota would be carried forward and added to the corresponding vacancies of the same quota for the next year. In the next year the seniority will again be determined between Direct Recruits & Promotees to extent of number of vacancies for that year and the additional persons appointed against the excess carried forward from the previous year being bunched below the persons included in the seniority list on the basis of rotation of that year.

- E. **Absorbees:** The relative seniority of the absorbees will be determined in accordance with the order of their selection for such absorption. Where absorption is made against specific quotas in the Recruitment Rules, the relative seniority of such absorbees vis-à-vis Direct Recruits or Promotees shall be determined according to the rotation of the vacancies, which shall be based on the quota, reserved for absorbees, Direct Recruit and Promotion respectively in the Recruitment Rules. Where the vacancies in any quota are carried forward, the principles of bunching as stated above will apply.

Where a person is appointed by absorption in accordance with the Recruitment rules providing for such absorption in the event of non availability of suitable candidates by direct recruitment or promotion, such absorbees shall be grouped with direct recruits or promotees, as the case may be and shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.

- F. **Seniority in cases of reduction in rank:** An order imposing the penalty of reduction to a lower service, grade or post or to a lower time scale should invariably specify

- (i) The period of reduction, unless the clear intention is that the reduction should be permanent or for an indefinite period;
- (ii) Whether on such re-promotion, the Govt. servant will regain his/her original seniority in the higher service, grade or post or higher time-scale which had been assigned to him/her prior to the imposition of the penalty.

In case where the reduction is for a specifies period and is to operate to postpone future increment, the seniority of the Govt. servant on re-promotion may, unless the term of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him/her in the higher service, grade or post of higher time-scale.