

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS

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Mahalekha Niyantak Bhawan  
GPO Complex, E-Block, INA  
New Delhi-110023

Dated: 13<sup>th</sup> April, 2018

**OFFICE MEMORANDUM**

**Subject:-** Allocation and distribution of Dossiers received from SSC for the post of Stenographer Grade III (Grade D), on the basis of Stenographer Grade C & D Examination – 2016.

This office has issued offer of appointment to the successful candidates of Stenographer Grade C & D Examination–2016 for the post of **Stenographer Grade III** vide OM No.32018/1/2016/MF.CGA(A)/NGE/StenoD/690 dated 09.03.2018. The candidates were requested to submit their acceptance/willingness to accept the aforesaid offer of appointment as well as preferences of stations for allocation and other requisite documents viz. Attestation forms, Certificate of Good character and medical fitness reports etc.

2. The candidates have submitted their preferences of stations for allocation and acceptance/willingness to accept the offer of appointment. On the basis of merit of ranks obtained by the candidates in Stenographer Grade C & D Examination–2016 as well as preferences submitted by them for allocation of stations and availability of vacancies, the Competent Authority has decided allocation of stations and Ministries/Departments for posting of candidates on their joining the post as detailed in **ANNEXURE enclosed**. Accordingly, the dossiers of selected candidates of Stenographer Grade C & D Examination–2016 for the post of **Stenographer Grade III** are distributed and forwarded as per annexure containing original applications and attached documents as received from SSC and acceptance/willingness of candidates and other documents submitted by the candidate alongwith acceptance/willingness.

3. In this context, it is requested that the Appointing Authority in the User Department/Organization may verify the following particulars/documents of each candidate comprehensively prior to issuing provisional appointment to the candidate:-

- (i) Date of birth.
- (ii) Essential Qualification as on crucial date.
- (iii) Age relaxation claimed by candidate, if any.
- (iv) SC/ST/OBC/Ex-Servicemen/PH Certificate issued by the competent authority.
- (v) In respect of OBC candidate, the extant guidelines regarding creamy layer status should be strictly followed.

Contd..2/-

- (vi) The genuineness and validity of OBC Certificate indicating Non Creamy Layer status issued by the prescribed authorities need to be verified **in case of OBC candidates who have been selected on provisional basis.**
- (vii) The eligibility of the candidate, whose candidature has been kept provisional for reason other than OBC status, should also be verified accordingly.
- (viii) Candidate's Result, Name, Roll No., Rank No., Categories etc. may be checked with the result available on the Commission's website and list enclosed.
- (ix) The candidate's photo, signature etc. and handwriting on admission card (Commission's copy) and also documents obtained at different stages of examination, need to be verified with those he/she will actually submit at the time of joining the post.
- (x) Verify all documents viz. Medical fitness certificate, Character certificate, Medical declaration, Attestation forms etc. received in respect of candidate.

4. Further, the Appointing Authority of the User Department/Organization may also ensure that

- (i) As it has been decided vide DoPT's O.M. No. 18011/2(s)/2016-Estt.(B)(i) dated 29<sup>th</sup> June, 2016 that now the verification of character & antecedents will be carried out, but the issue of appointment letters need not be withheld pending such verification. The Appointing Authorities will issue provisional appointment letters after obtaining the attestation form and self-declaration from the candidate. Therefore, the verification of character and antecedents (police verification) may be processed immediately after joining of the candidate to the post. In the provisional appointment letter, it will be clearly mentioned that in case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment will be cancelled forthwith and other criminal/legal action will also be taken, as a consequent.
- (ii) Appointment letter should be signed by the Controller of Accounts. In case no Controller of Accounts is available in respective Ministry/Department, the appointment letter may be submitted to Dy. Controller General of Accounts for signature.
- (iii) The issue of Appointment letter may not be held up unless for want of genuine reasons, under intimation to O/o the CGA.
- (iv) Specimen copy of appointment letter is also enclosed for your ready reference.

5. In addition to above procedures, **other pre-appointment formalities of the candidate may also be completed at your end as per prevalent rules and regulations.** It is also requested to follow the guidelines issued vide DoPT O.M. No. 9/23/71 Estt.(D) dated 06.06.1978 and OM No. 35015/2/93-Estt.(D) dated 09.08.1985 in respect of issuing appointments by the Ministry/Department.

6. Further, the DOPT OM No. 35016/2/93-Estt(D) dated 09.08.1995 has stated that an offer of appointment would lapse automatically after expiry of six month from the date of issue of the original offer of appointment. The instructions may be strictly adhered to in terms of DoPT's O.M. No. 1259494-Estt.(D) dated 09.08.2017.

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7. If any candidate declines the offer of appointment or fails to report for duty, or there is no response from him/her even after reminders (through speed post/registered post with acknowledgement due), the offer of appointment should formally be cancelled and the candidate be informed accordingly. The dossiers of such a candidate may thereafter be returned to this office for onward return to SSC after placing therein a copy of the offer of appointment, subsequent reminder(s) and the memorandum of cancellation of the offer of appointment.

8. The Appointing Authorities shall ensure that all formalities regarding issue of offer of appointment (already issued by CGA office), appointment letter, reminders, and correspondence for extension of time wherever granted in exceptional cases on genuine grounds as well as cancellation of offer of appointment letter may be completed within six month of issue of offer of appointment letter. On expiry of six months period from the date of issue of offer of appointment, the concerned Authorities shall have no power to revive or accept joining of any candidate. All such cases shall be dealt with strictly in accordance with DOPT OM No. 35016/2/93-Estt(D) dated 09.08.2005.

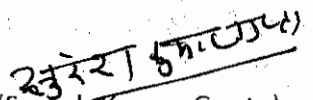
9. The letter to the Candidate(s) for appointment to the post of Stenographer Grade III on provisional basis should be issued at the earliest possible, however, not later than fifteen days period from the date of receiving dossiers so as to expedite the filling up of vacancies without delay.

10. In case of any doubts, concerned Regional Director (SSC), or SSC (HQ) New Delhi or this office may be contacted immediately.

This issues with approval of the Dy. Controller General of Accounts (Gr.'B').

Yours faithfully,

Encls:- as above.

  
(Suresh Kumar Gupta)  
Sr. Accounts Officer

To,

Pr.CCAs/CCAs/CAs,  
CBDT, CBEC, MHA, SRTH, I&B, Finance, RD, Coal, S&T, WR,.

(It is requested to depute concerned Sr.AO/AAO/Accountant immediately for obtaining dossiers from Group 'B' section, O/o the CGA).

Copy to:-

Sr. AO (ITD), O/o CGA - with the request to upload on website of CGA.

**ALLOCATION OF DOSSIERS OF STENOGRAPHER GRADE III SELECTED THROUGH SSC STENOGRAPHER  
GRADE C & D EXAMINATION 2016 TO THE MINISTRIES/ DEPARTMENTS UNDER OFFICE OF THE  
CONTROLLER GENERAL OF ACCOUNTS**

Sl No.	Name/ Roll No./ Rank of the Candidate	CAT.	ALLOCATION		Candidates are requested further to contact the below concerned officers	Remarks
			Ministry/ Department	Station allocated for posting		
1	MONIKA 2201016177 SL/166	UR	I&B	DELHI	Pr. Accounts Office, M/o Information & Broadcasting, Room No. 703, A wing, Shastri Bhawan, New Delhi-110001 Phone No.- 011-23074289	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
2	DIVYA ARORA 2201010918 SL/203	UR	Finance	DELHI	Pr. Accounts Office, M/o Finance, Room No.-67 A, North Block New Delhi-110001, Phone No. 011-23092245	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
3	AKASH 1601002236 SL/320	OBC	SRTTH	DELHI	Pr. Accounts Office, M/o Shipping, Road Transport & Highways, I.D.A. Building, Jamnagar House, New Delhi-110011 Phone No. 011-23381856	
4	MEGHA JAIN 2201013123 SL/333	UR	Coal	DELHI	Pr. Accounts Office, M/o Coal, Trikot-II Complex, 3rd Floor, Bhikaji Cama Place, R. K. Puram, New Delhi-110066 Phone No. 011-26173812	Pending Documents:- 1. Attestation Form 2. Candidate's statement and declaration 3. Medical Certificate
5	JAYA KASHYAP 2201003231 SL/381	OBC	MHA	DELHI	Pr. Accounts Office, M/o Home Affairs, C-1 Hutments, Dara Shukoh Road (earlier Dalhousie Road), New Delhi - 110011. Phone No.- 011-23792550	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
6	JYOTI BHARDWAJ 2201012741 SL/419	UR	RD	DELHI	Pr. Accounts Office, M/o Rural Development, Room No. 268-A, Krishi Bhawan, New Delhi-110001. Phone No. 011-23384975	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
7	RAJEEV PANDEY 2201021947 SL/439	UR	S&T	DELHI	Pr. Accounts Office, M/o Science & Technology, Hall 'K', Technology Bhawan, New Mehrauli Road, New Delhi-110016. Phone No. 011-26856126	Pending Documents:- 1. Attestation Form 2. Candidate's statement and declaration 3. Medical Certificate
8	JYOTI 2201012079 SL/478	UR	MHA	DELHI	Pr. Accounts Office, M/o Home Affairs, C-1 Hutments, Dara Shukoh Road (earlier Dalhousie Road), New Delhi - 110011. Phone. No.- 011-23792550	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
9	PRADEEP KUMAR 3003006024 SL/579	SC	MHA	DELHI	Pr. Accounts Office, M/o Home Affairs, C-1 Hutments, Dara Shukoh Road (earlier Dalhousie Road), New Delhi - 110011. Phone. No.- 011-23792550	
10	SHILPI 2201036488 SL/785	SC	WR	DELHI	Pr. Accounts Office, M/o Water Resources, Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001 Phone No. 011-23387732	Pending Documents:- 1. Candidate's statement and declaration 2. Medical Certificate
11	KIRAN 2201009940 SL/808	SC	CBDT	DELHI	Pr. Accounts Office, CDBT, 9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003. Phone No. 011-24622002	Pending Documents:- 1. Attestation Form 2. Candidate's statement and declaration 3. Medical Certificate
12	ROHIT KUMAR BHARTI 2201023020 SL/876	SC	CBEC	DELHI	Pr. Accounts Office, CBEC, Room No.-106 B, 1 <sup>st</sup> Floor, AGCR Building, IP Estate, New Delhi-110002. Phone No. 011-23702311	

*सुनील कुमार*  
13-4-2018

**No. F.**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF \_\_\_\_\_**  
**PRINCIPAL ACCOUNTS OFFICE**

Dated: April, 2018

**SPECIMEN APPOINTMENT LETTER**

On the recommendation of Staff Selection Commission (SSC) consequent upon passing Stenographer Grade C & D Examination-2016 conducted by SSC and the acceptance/willingness submitted by the candidate in response to the Offer of Appointment issued by Office of the Controller General of Accounts vide O.M. No.32018/1/ 2016/MF.CGA(A)/NGE/StenoD/690 dated 09.03.2018, Mr./Ms./Mrs.----- (SSC, Stenographer Grade C & D Examination-2016 Roll No. ----- Rank No.-----) S/o D/o Shri ----- is hereby appointed to the post of Stenographer Grade III (Central Civil Accounts Service) in O/o ----- M/o ----- in the pay level-4 (Rs.25500-81100) plus such allowances (i.e. DA/HRA/Transport Allowance etc.) as may be sanctioned by the Government of India from time to time and on the following terms and conditions:-

- (i) The appointment to the post of Stenographer Grade III is purely temporary in nature and shall be governed by the provisions of the Central Civil Service (Temporary Service) Rules, 1965 and regulations made there under.
- (ii) The appointment is provisional and subject to verification of character and antecedents from concerned authorities as per laid down procedure. Furnishing of false information or suppression of any factual information would be disqualification and would render the candidate unfit for employment under the Government with resultant dismissal from service.
- (iii) As per declaration furnished in Attestation form, if anything adverse comes out in the character and antecedents verification that would make the appointee ineligible for appointment in the first instance, the appointee will be liable to be discharged from Government service forthwith without any further notice.
- (iv) The services of appointee are temporary and may be terminated at any time by giving one month notice by either side namely appointee or the appointing authority without assigning any reason thereof. The Government, however, reserves the right of terminating services of appointee forthwith or before the expiry of the stipulated period of the notice by making payment of a sum equivalent the pay and allowances for the period of notice or the un-expired portion thereof.
- (v) The appointee will be on probation for two years, which may be extended or curtailed at the discretion of the Competent Authority but the total period of extension of probation shall not, except where it is necessary, by reason of any departmental or legal proceeding against him/her, exceed one year.

- (vi) During the period of probation, the appointee will be liable to be discharged from service at any time without any notice, if (a) on the basis of performance or conduct, he/she is considered unsuitable for further retention in service, or (b) If he/she otherwise not found eligible or suitable for being retained in the service.
- (vii) The appointment carries with it the liabilities to serve in any part of India.
- (viii) The appointee will be covered under New Pension Scheme notified by the Ministry of Finance No.5/7/2003-ECB&PR dated 22.12.2003.
- (ix) The appointee will not be entitled to any travelling allowances for joining the post on appointment as Stenographer Grade III. In case of candidates already in Central or State Government service, he/she will be entitled for travelling allowances as per existing rules if admissible.
- (x) If the appointee is already in service in Central Government/State Government/PSU/Autonomous Body/Bank/Corporation etc., his/her appointment shall be subject to vigilance clearance and relieving by the present employer.
- (xi) The appointment will be subject to taking an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to that effect) in the prescribed form at the time of joining the post.
- (xii) In accordance with orders in force in regard to recruitment to service under the Government of India, no person who has entered into or contract a marriage with any person having, a spouse living or who having a spouse living has entered into or contracted marriage with any person, is eligible for appointment under the Government of India, provided, the Government may, if they are satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this office a declaration to the effect in the prescribed proforma at the time to joining the post.
- (xiii) If the appointee claims to belong to a SC/ST/OBC or a person with disability, he/she will have to produce a certificate issued in the prescribed format by the Competent Authority. It may be noted that the appointment is provisional and subject to verification of the relevant certificate(s) through proper channels. If the verification reveals that the claim of appointee with regard to belonging to SC/ST/Other Backwards Classes/PwD or not belonging to creamy layer is false, his/her services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of India penal Code for production of false certificate.
- (xiv) The appointee shall intimate the change in religion after appointment, if any, to the Appointing/Administrative Authorities concerned immediately.

- (xv) Other terms and conditions of appointment will be governed by relevant rules and orders of Government of India in force from time to time.
- (xvi) In accordance with the relevant rules in force in regard to the recruitment to the service under the Government of India, if any declaration or information furnished by the appointee prove to be false or if appointee found to have wilfully suppressed any material information, he/she shall be liable to be removed from service and liable to any such other action as the Government may deem fit.
- (xvii) At the time of joining the post, the appointee is requested to furnish the following documents:-
- (a) Declaration regarding marital status; (provided at the time of joining)
  - (b) Original Caste Certificate (ST/SC/OBC); Certificate of Ex-Servicemen/PwD;
  - (c) Original educational certificates;
  - (d) Certificate relating to date of birth; age relaxation, if any;

In case the above terms and conditions are acceptable, Sh./Ms./Mrs. \_\_\_\_\_ is requested to join the post within fifteen days of the receipt of appointment letter. However, the appointment would lapse automatically in accordance with DOPT OM No. 35015/2/93-Estt.(D) dated 09.08.1995 in case you fail to join the post.

Controller of Accounts

To,

Sh./Ms./Mrs.