

Government of India
CONTROLLER GENERAL OF ACCOUNTS
Ministry of Finance, Department of Expenditure
Mahalekha Niyantak Bhawan
GPO Complex, E-Block, INA
New Delhi – 110023

Dated: 28th Sept., 2018

OFFICE MEMORANDUM

Sub: Promotion of Accountants as Sr. Accountant in accordance with Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010 during Vacancy year 2019.

Attention is invited to Rule 5(2) of Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010 wherein it is state that where promotion is based on seniority cum fitness, each Ministry shall hold a Department Promotion Committee meeting each year to consider all eligible candidates (Accountants of CCAS cadre) **with three years of regular service as on 1st January of each year and who have qualified the Departmental Confirmatory Examination and completed probation successfully** or covered under provision contained in Note below column 12 of Schedule of Sr. Accountant of relevant recruitment rules and prepared a select list of the candidates found FIT for promotion in order of their seniority and forwarded the same to the Controller General of Accounts. The instruction issued in terms of DoP&T's O.M. No. 22011/4/2013-Estt(D) dated 08th May, 2017 and this office's O.M. No. A-11019/46/2017-18/MF.CGA/NG/Pro-Acctts/402 dated 17th October, 2017 may also be followed.

2. This office vide OM No A.11019/46/2017-18/MF.CGA(A)/NG/Pro.-Acctts/Vol.II/489 dated 25.09.2018 has circulated a **list of eligible Accountants for promotion as Sr. Accountant** who shall be completing requisite 3 years length of service on the post of Accountant as on 01.01.2019 i.e the crucial date of eligibility or covered under provision contained in Note below column 12 of Schedule of Sr. Accountant to the CCAS(Accountant and Senior Accountant) Recruitment Rule 2010 and therefore eligible for consideration for promotion as Sr. Accountant on Seniority basis during the vacancy year 2019.


3. The office of Pr. CCAs /CCAs/ CAs are required to hold DPC in respect of Accountants who are eligible for promotion as Sr Accountant on seniority cum fitness basis as on 01.01.2019 as per relevant recruitment rules and in accordance with instructions issued by DoP&T vide their O.M. No.2011/4/2013-Estt.(D) dated 08.05.2017 (including those found 'unfit' in the previous occasion and furnish the "Select List" of all those found 'Fit' in Proforma enclosed in the order of seniority).

Contd..2/-

4. **Before forwarding of select list of Accountants, the following may be ensured:-**
- a) The information/select list duly signed by the respective Controller of Accounts / Dy. Controller of Accounts.
 - b) All Accountants in the Ministry/Department who fulfill eligibility conditions for promotion as on 01-01-2019 have been considered by the DPC.
 - c) As per Note under column 12 of the Schedule to Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010 relating to the post of Senior Accountant, where the juniors who have completed the qualifying/eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation.
 - d) In case of direct recruited Accountants through SSC, the seniority is fixed as per the rank allotted by the Commission with reference to the examination of the same year, irrespective of their joining the service in the grade. In the cases where the direct recruited Accountant with lower rank allotted by SSC, who join the service before 1st January, on completion of three years service on the cut off date of 1st January, his/her name is included in the select list before his/her seniors who join the service after 1st January i.e. later than his/her junior. The names of such seniors may be included in the select list if their juniors are being considered for promotion provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and who have successfully completed their probation.
 - e) The employees transferred on unilateral basis as per this office's O.M. No. A.22019/1/VIII/2013/MF.CGA(A)/NG/Trf/Vol.II/505 dated 20.01.2017 to be placed as junior to the junior-most in the common seniority list according to date of joining in new ministry after transfer instead of SSC ranking/date of joining of parent Ministry etc. for the purpose of seniority list. However, their past services within CCAS shall be countable towards determination of eligibility for promotion. It means that provision of note below column 12 is not applicable to unilateral transfer cases.
 - f) The name of Accountants, who have earlier been covered under the zone of seniority but promotion held up, may be furnished indicating the details and present status of such cases.
 - g) The reasons for variation in the sanctioned strength of Sr. Accountants/ Accountants as per CCAS RR 2010 (Accountant and Sr. Accountant) and present strength, if any, may be furnished.

Office of the Pr. CCAs/CCAs/CAs are, therefore, requested to forward select list, copy of DPC meeting and annexure, duly completed in all respect to this office by 12th November, 2018 positively.

Encl:- Annexure


(Suresh Kumar Gupta)
Sr. Accounts Officer

To,
Pr. CCAs/CCAs/CAs, All Ministries/Departments(Civil),
Jt. CGA(Admn)/ Jt. CGA(PFMS)/Director (INGAF)

Copy to:

Sr.AO, ITD with the request to upload above said O.M. on website of CGA.

PROFORMA

Select List of Accountants eligible as on 01-01-2019 for promotion in the grade of Senior Accountant as approved by the DPC in the Departmentalized Accounts Office of the Ministry/Department of.....

1. Sanctioned strength of Sr. Accountants/Accountants as on 01-01-2019

Sanction strength of Sr. Accountant/Accountant as per CCAS, RR 2010	
Creation/abolition of post of Sr. Accountant/Accountant after notify the existing RRs	
Total sanction strength of Sr. Accountant/ Accountant	
Order number of creation/abolition of post	

2. Senior Accountants/Accountant in position as on 01-01-2019.

	Sanctioned strength(80% Sr. Accountant and 20% Accountant)	In position	Vacancy	On deputation
Sr. Accountant				
Accountant				
Total				

3. Category-wise vacancies as on 01.01.2019

	SC	ST	Others	Total
Sr. Accountant				
Accountant				

4. List of Accountants approved by DPC for promotion to the grade of Sr. Accountant

Sr. No.	Name	Date of birth	Date of appointment in the grade of Accountant	DCE qualified Month and year	Probation period completed – Month and year	If DR Accountant through SSC, Year and Rank No. Viz. Year/Rank No.	Whether SC/ST	Remarks

Note:- 1. Copy of minutes of DPC meeting should be enclosed.

2. The Year of Examination (CGLE) and SSC rank of Accountants appointed through SSC should be clearly mentioned.

S. Details of Accountant / Sr. Accountants retiring during the period 01-01-2019 to 31-12-2019

Sr. No.	Name	Date of Birth	Designation	Date of Joining as Accountant	Whether SC/ST	Date of retirement

6. Whether any Accountant has been found "unfit" by the DPC? If so details thereof

S. No.	Name	Date of Birth	DOA as Accountant	Whether SC/ST/Others	Reasons for found unfit

Certify that all information/particulars included in this annexure are correct as per office records / Service book of concern officials. Further, Accountants approved by DPC for promotion as Sr. Accountant have qualified Departmental Confirmatory Exam and completed their probation successfully on or before 01.01.2019.

CCA /CA /Dy. CA