

No. A. 11020/1/2019/MF.CGA (A)/NGII/480  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
MAHALEKHA NIYANTRAK BHAWAN  
GPO COMPLEX, E-BLOCK, INA  
NEW DELHI-110 023

Dated, the 17<sup>th</sup> September, 2018

OFFICE MEMORANDUM

Subject:- **Promotion of LDCs as Accountants on seniority basis under Rule 5 (2) of Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010.**

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 stated that where promotion is based on seniority cum fitness, each Ministry shall hold a Departmental Promotion Committee meeting each year to consider all eligible candidates with minimum qualifying service **not less than five years regular service as on 1<sup>st</sup> January of each year** in the feeder grade or covered under provision contained in Note 2 below Column 12 of Schedule of relevant recruitment rules and prepare a selected list of the candidate found 'FIT' for promotion in order of their seniority and forwarded the same to the Controller General of Accounts. As per Col.11 (ii) of schedule annexed to relevant recruitment rules of the post of Accountant, 25 % quota is to be filled up by promotion on seniority basis. Instructions issued in terms of DoP&T's O.M. No. 22011/4/2013-Estt(D) dated 8<sup>th</sup> May, 2017 and this office's O.M. No. A-11019/46/2017-18/MF.CGA/NG/Pro-Accts/402 dated 17<sup>th</sup> October, 2017 may also be followed in this regard.

2. This office vide OM No A.11020/1/2018/MF.CGA(A)/NG/472 dated 13.09.2018 has circulated **a list of eligible LDCs for promotion as Accountant** who shall be completing requisite 5 years length of service on the post of LDC as on 01.01.2019 i.e. the crucial date of eligibility as per DoPT O.M. ibid dated 8<sup>th</sup> May, 2017 or covered under provision contained in Note 2 below column 12 of Schedule to the CCAS (Accountant and Senior Accountant) Recruitment Rule 2010 and therefore eligible for consideration for promotion as Accountant on Seniority basis under 25% quota during the vacancy year 2019.

3. The Office of Pr. CCAs /CCAs/ CAs are to hold DPC in respect of LDCs who are **eligible for promotion as 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, those who have refused promotion and also those who were covered by the 'Range' as on 01.04.2018 and promoted but have not been relieved so far) and furnish the "Select List" of all those found 'Fit' in Proforma enclosed in the order of seniority. The persons who have been offered promotion for the year 2018 but have so far not accepted the same are to be debarred in terms of DoPT OM No. 22011/18/87-Estt (D) dated 09/04/1996 and then considered afresh for the vacancy year 2019 ending on 31<sup>st</sup> December, 2019.

Contd..2/-

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4. As per Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010– **25% of Vacancies are to be filed up through promotion on seniority-cum-fitness basis.** The vacancy position under 25% quota may, therefore, be furnished in Proforma enclosed. Station-wise and category-wise break up of vacancies accrued up to 31.12.2018 as well as likely to accrue during January, 2019 – December, 2019 may be given in the respective columns. The overall vacancy position alongwith station-wise and category-wise break up in the grade of Accountant may also be provided in the enclosed proforma.

5. The LDCs whose name appearing in OM No A.11020/1/2018/MF.CGA(A)/NG/472 dated 13.09.2018 **may exercise their option(s) of station for posting on promotion, in the enclosed prescribed proforma for Option(s).** An advance copy of option(s) exercised or representation, if any, may also be sent to this office through e-mail [groupbsec-cga@gov.in](mailto:groupbsec-cga@gov.in). **If option(s) exercise by the official concerned not received through e-mail or hard copy in this office on or before 15.10.2018, it will be presumed that he/she has not exercised option(s) and willing to be posted as Accountant on promotion at any station where vacancy is available.**

6. The information complete in all respect prescribed Proforma may be sent to this office positively by **15<sup>th</sup> October, 2018.**

Encl.:- As above

*22/10/18 C5C*  
(Suresh Kumar Gupta)  
Sr. Accounts Officer

1. Pr. CCAs/CCAs/CAs/Dy. CAs  
All Min. / Deptt., New Delhi
2. Sr.AO (ITD), O/o the CGA – for uploading on website.

**Options Form For posting on Promotion as Accountant on seniority basis**

Name of the Officer	
Date of Birth	
Date of Joining as LDC	
Contact No./Mobile No.	
e-mail address	
Present Ministry and Station	
Whether willing to be posted in other Ministry/Department on same Station. (Yes or No)	
Any Other particular to be specify	

**Preference for posting**

Order of options	State	Station
1.		
2.		
3.		
4.		
5.		

**Undertaking**

I hereby submit my willingness to be posted to stations other than my opted stations if my request cannot be acceded to due to non-availability of vacancy or administrative exigencies, if any.

Signature of the candidates.....

Dated.....

**Counter Signature of PAO with Stamp**

PROFORMA

Select List of LDCs eligible as on 01-01-2019 for promotion to the post of 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 notification of existing RRs	
<b>Total sanction strength of Sr. Accountant/ Accountant</b>	
Order number of creation/abolition of post	

**2. Incumbency position of Senior Accountants/Accountant as on 01-01-2019**

Name of post	Sanctioned strength	In position (excluding deputationists)	Vacancy position	No. of deputationists against DR vancancy
	1	2	3 (1-2)	4
Sr. Accountant/Accountant				

**3. Bifurcation of total sanctioned strength, present incumbency and vacancy position of Accountant/Sr. Accountant as per column 11 of schedule of CCAS RR 2012 (Accountant/Sr. Accountant Group-'C'/B' Non-Gazetted)**

	Direct recruitment quota – 70% of sanctioned strength	Seniority-cum-fitness quota – 25% of sanctioned strength	Exam quota (LDCE) – 5% of sanctioned strength	Total
	1	2	3	4
Sanctioned strength				
Present Incumbency				
Vacancy position				

# 2 #

4. Category-wise breakup of vacancies as on 01.01.2019 under 25% seniority-cum-fitness quota (vacancies shown at Col. 3(2) above)

SC	ST	Others	Total

5. Details of Accountants./Sr. Accountants retiring during the period 01-01-2019 to 31-12-2019 under 25% quota of promotion.

Sr. No.	Name	Designation	Whether SC/ST	Station of present posting	Date of retirement

6. Station-wise total vacancies of Accountant/Sr. Accountants (including DR, promotion & Exam Quota)

Name of station	General	OBC	SC	ST	Total
Total					

Contd..3/-

## 7. List of LDCs approved by DPC for promotion to the grade of Accountant (in order of seniority)

Sr. No.	Name	Date of birth	Date of appointment in the grade of LDC	Computer Proficiency test passed Yes/No in case of promoted LDC	Probation period completed Yes/No	Status of Vigilance clearance	If DR LDC through SSC, Viz. Year/Rank No.	Whether SC/ST	Station of present posting	Station opted on promotion

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

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

## 8. Whether any Accountant has been found "UNFIT" by the DPC? If so, details thereof as under:-

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

Certified that the information furnished above have been duly verified from relevant records available and found in order.