

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

Dated: November 30, 2017

**OFFICE MEMORANDUM**

**Sub: Promotion of Group 'C' Staff (Multi-Tasking Staff) as LDC on seniority basis under 5% Quota -Reg.**

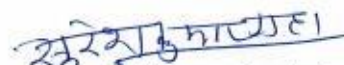
Attention is invited to Rule 5(2) of Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010. As per Col.12 (iii) of schedule annexed to the aforesaid recruitment rules, 5 % of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' staff (Multi-Tasking Staff) who have rendered three years regular service in post in Level 1 of Pay Matrix as per 7<sup>th</sup> Central Pay Commission (Grade Pay of Rs. 1800 pre-revised).

2. In order to prepare the panel for the year 2018, the CCA/CAs are to hold DPC in respect of those Group 'C' Staff (Multi-Tasking Staff) who have rendered three years regular service in Level 1 of Pay Matrix as per 7<sup>th</sup> CPC, **as on 1.4.2018** in accordance with instructions issued by DoP&T vide their O.M. No.2011/6/2013-Estt.(D) dated 28.05.2014 (including those who have been found 'unfit' in the Range as on 1.4.2017, those who could not be promoted for want of vacancy in their choice station and those who refused to accept promotion offered to them and undergoing debarment). The persons who have been offered promotion in the year 2017-18 but have not accepted the same are to be debarred in terms DoPT OM No. 22011/18/87-Esstt (D) dated 09-04-96 and then considered afresh for 2018. The information relating to those found fit by DPC may be furnished in Proforma enclosed (**Copy of DPC minutes shall be enclosed**). The information should be arranged in the order of seniority as appearing in the Gradation List.

3. As per Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010 – 5 % of vacancies shall be filled up on seniority-cum fitness basis from Group 'C' Staff (MTS) of CCAS cadre through promotion. The vacancy position under 5% quota may also be furnished in Proforma with category-wise, station-wise break up of vacancies accrued up to 31.03.2018 and likely to accrue during April, 2018 – Dec., 2018 may be given in the respective columns.

5. The information complete in all respect in proforma enclosed herewith, must reach this office by **31<sup>st</sup> January, 2018.**

**Encl: As above**

  
(Suresh Kumar Gupta)  
Sr. Accounts Officer

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

**Select list of MTS eligible as on 01.04.2018 for promotion in the grade of LDC as approved by DPC and other relevant details in CCAS cadre.**

**Ministry/Department.....**

**1. Sanction strength of the post of LDC as on 01.04.2018**

Sanctioned strength as per CCAS RR2010	
Creation/abolition of post after notification of RR	
Total sanctioned strength	

**2. Bifurcation of sanctioned strength of LDC as per column 11 of CCAS RR 2010 (LDC-Group-C)**

	Direct recruitment (85% of total sanctioned strength)	Through Limited Departmental Qualifying Examination (10% of total strength)	Through Promotion on seniority cum fitness basis (5% of total strength)	Total	Remarks
Sanctioned strength					
In position					
Vacancy					

**3. Category-wise vacancy:-**

	SC	ST	Others	Total
Direct recruit (85%)				
Through LDQ Exam. (10%)				
Through Promotion on seniority basis (5%)				
Total				

**4. Station-wise total vacancy**

S. No.	Station	SC	ST	Others	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Total					



**5. List of MTS approved by DPC for promotion in the grade of LDC.**

S.No.	Name	Date of birth	Date of Commencement of regular service in CCAS	Station of present posting	Station opted for promotion

**\*Copy of Minutes of DPC Meeting shall be enclosed.**

**6. Details of Employees in position against 5% quota filled up through Seniority cum fitness basis.**

S. No.	Name	Category	DOB	Date of commencement of regular service for promotion	Station of present posting	Remarks

- In** respect of persons appointed in CCAS through Surplus Cell, the date of joining in CCAS will form the basis for determining seniority and also counting of regular service for the purpose of promotion.
- In** respect of persons brought in from other services, only cases that has specific approval of this office for induction shall be included. Seniority in such cases, shall be reckoned from the date in which he/she was allowed seniority in the grade in the Min./Deptt. or office from which he opted for this service.
- In** respect of mutual/unilateral transfer, instructions issued by this office shall apply.
- The** information should be devoid of any ambiguity and in case of any doubt regarding educational qualification, seniority, date of commencement of regular service etc., a separate reference must be mentioned.

**Certified** that the information shown in Proforma have been verified with reference to Service Book, Seniority List and Roster prescribed and maintained for the purpose and found to be in order.

**Pay & Accounts Officer/Sr. Accounts Officer**  
**Min./Deptt.....**