

*Ministry of Finance*  
*Department of Expenditure*  
*Controller General of Accounts*  
**MAHALEKHA NIYANTRAK BHAWAN**  
**GPO COMPLEX, E-BLOCK, INA**  
**New Delhi - 110023.**

*Dated, the 19<sup>th</sup> May, 2017*

**OFFICE MEMORANDUM**

**Sub: Promotion of Multi-tasking Staff in Level-1 (Rs.18000-56900) as LDC in Level-2 (Rs.19900-63200) in the pay matrix (7<sup>th</sup> CPC) on seniority basis under 5% quota - regarding**

In supersession of this office's O.M. of even no. dated 18.05.2017 on the subject mentioned above, I am directed to invite reference to Rule 5(2) of Central Civil Accounts Service (Lower Division Clerk Group 'C' post) Recruitment Rules 2010 duly amended in March 2017 and to state that the 5 % of vacancies in the grade of LDC are to be filled up by promotion on seniority basis through common "Range of Seniority" from amongst Group 'C' staff (Multi-tasking Staff) who have rendered three years regular service in post (Level-1).

2. Accordingly, on the basis of select lists of MTS candidates (CCAS cadre) who have been found as 'FIT' for promotion in order of their seniority as received from different accounting office of line Ministries/Departments under CGA, a combined select list of the eligible officials (Multi-tasking Staff) has been prepared in order of their seniority. The name of those MTS who are covered by the "Range of seniority" i.e. **appointed up to 24.10.1985** (instead of 20.01.1986) and found fit for promotion as LDC and Min./Deptts/station allocated on promotion, are shown as per approved list Annexed herewith.


3. Promoted LDCs have to pass the type test on computer conducted by Staff Selection Commission (SSC), unless exempted by order issued in this regard by the Controller General of Accounts. A LDC who has not qualified the prescribed test on Computer will not be entitled to any increment, confirmation or promotion by seniority of through any departmental examination.

4. The Ministry/Department where the concerned Multi-tasking Staff (MTS) is currently posted may immediately send a report to Ministry/Department where the allocation has been made, as to:

- a) Whether any of the circumstances exist due to which the recommendations of the DPC should be deemed to have been placed in 'sealed cover' in terms of the Department of Personnel & Training O.M. No. 22011/4/91-Estt(A), dated 14/9/1992 and as amended from time to time.
- b) Whether the concerned MTS is undergoing any penalty under Rule 11 of the CCS (CCA) Rules, 1965 due to which promotion cannot be given effect.

5. The Ministry/Department where the concerned official is currently working shall relieve him/her within **FIFTEEN DAYS** from issue/receipt of the promotion order from the ministry/department allocated on promotion and shall serve the promotion order and relieving order simultaneously to the concerned official. Copies of these orders may be sent to this office for record.

**Encl.: Annexure**

  
(G. Ramesh)  
Assistant Controller of Accounts (Gr. 'B')

To,

All concerned Pr. CCAs/ CCAs/ CAs,  
Ministries/ Deptts., New Delhi.

Copy to,

Sr. AO (ITD), O/o CGA, New Delhi.

## ANNEXURE

**REVISED LIST FOR PROMOTION AND ALLOCATION OF MTS AS LDC UNDER 5% QUOTA  
(RANGE OF SENIORITY REVISED TO 18.11.1985)**

MINISTRY/DEPARTMENT-WISE APPROVED LIST OF MULTI-TASKING STAFF (MTS) FOR PROMOTION AS LOWER DIVISION CLERK (ON SENIORITY BASIS UNDER 5% QUOTA)					
S. NO.	NAME	PRESENT MINISTRY	PRESENT STATION	MINISTRY ALLOCATED	STATION ALLOCATED
1	PRABHU DAYAL	CA&PD	DELHI	AGRICULTURE	DELHI
2	RAMESH	MHA	DELHI	MHA	DELHI
3	A.L. RAUT	SRTH	MUMBAI	I&B	MUMBAI
4	KUSUM PAL	MHA	DELHI	MHA	DELHI
5	MS. RESHMA DEVI	UD	DELHI	UD	DELHI
6	K. MANI SINGH	UD	CHENNAI	I&B	CHENNAI
7	AMRIK SINGH	CA&PD	DELHI	CIVIL AVIATION	DELHI
8	SENTU SHEIKH	WR	FARAKKA	WR	FARAKKA
9	SHANTI SWAROOP	INDUSTRY	DELHI	ENV. & FORESTS	DELHI
10	CHANDER PAL	UD	DELHI	UD	DELHI
11	SATYA PRAKASH	UD	DELHI	COAL	DELHI
12	R SENGALANI	SUPPLY	CHENNAI	CIVIL AVIATION	CHENNAI
13	GOPAL LAL SAINI	INDUSTRY	JAIPUR	MHA	JODHPUR
14	VIRENDER SINGH	UD	DELHI	PPG&P	DELHI
15	R. N. PASWAN	INDUSTRY	DELHI	INDUSTRY	DELHI
16	RAJ SINGH	COMMERCE & TEX.	DELHI	COMM. & TEX.	DELHI
17	RAJBIR SHARMA	COMMERCE & TEX.	DELHI	SUPPLY	DELHI
18	SIDHARTH ADITYA	MHA	DELHI	HRD	DELHI

*[Signature]*  
Assistant Controller of Accounts (Gr.'B')