

F.No. NGE-11006/1/2026-NGE-CGA/231

भारत सरकार / Government of India

वित्त मंत्रालय / Ministry of Finance

व्यय विभाग / Department of Expenditure

भारत के महालेखा नियंत्रक / Controller General of Accounts of India

(HR-4 अनुभाग / Section)

महालेखा नियंत्रक भवन / Mahalekha Niyantarak Bhawan

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Dated, the 8th October, 2026

Office Memorandum No. 102/26

Subject:- Promotion of Multi-tasking Staff to the post of Lower Division Clerk on seniority-cum-fitness basis (5% quota) for the vacancy year 2027 - reg.

In terms of provisions contained in columns (11) & (12) of the schedule to the Central Civil Accounts Service (Lower Division Clerk Group 'C' post) Recruitment Rules, 2010, the vacancies under 5% seniority quota in the grade of Lower Division Clerk (LDC) (Pay Level 2) shall be filled from MTS of Central Civil Accounts Service with not less than 3 years' service. Accordingly, Ministries/ Departments were requested to conduct DPC meetings vide O/o CGA's O.M. No. NGE-11006/1/2026-NGE-CGA/141 & 143 dated 24.07.2026 & 27.07.2026 respectively, in terms of Rule 5(2) of the aforesaid Recruitment Rules.

2. On the basis of combined select list prepared in respect of MTS who have been found 'FIT' and recommended by DPC (Gr.'C'), held in their respective Ministries/Departments, for promotion to the post of LDC and fulfilling all essential eligibility conditions as on 1st January of the vacancy year 2027, as prescribed in Recruitment Rules of the post of LDC, the approval of the Competent Authority is hereby conveyed for promotion of Nine (09) eligible MTS as LDC on seniority-cum-fitness basis (5% quota) and their allocation in the Ministry/Department/Station on their promotion as LDC as per list annexed at Annexure-I to this O.M.

3. The promoted LDCs have to pass the type test on computer conducted by Staff Selection Commission (SSC) as per provisions contained in Recruitment Rules of the post. Unless exempted by order issued in this regard by the Controller General of Accounts of India, an LDC who has not qualified the prescribed test on computer will not be entitled to any increments, confirmation or promotion by seniority or through any departmental examination.

4. The Appointing Authorities of the Ministries/Departments are requested to issue promotion order in respect of MTS approved for promotion as LDC and allocated to Ministry/Department as per list annexed at Annexure-I. However, before issue of promotion order, the following may be ensured:-

- 4.1 the official fulfils all eligibility conditions as mentioned in Recruitment Rules of the post of LDC including clearance of the probation period and correctness of service particulars of the official, etc.;
- 4.2 that none of the circumstances exist for adoption of sealed cover procedure in the concerned case, as per instructions issued by DOP&T vide OM dated 14.09.1992 and as amended from time to time;
- 4.3 that official is not undergoing any penalty under CCS (CCA) Rules, 1965; and
- 4.4 that disciplinary proceedings are either not pending or being contemplated against the official.

5. The promotion of MTS whose names are approved as per list at Annexure-I, to the post of LDC on seniority-cum-fitness basis (5% quota) shall be effective from the

- date of assumption of charge to the post of LDC on promotion, on or after 01st January 2027, as the case may be.

6. For timely promotion of MTS approved for promotion as LDC, the following course of action may be ensured:-

- 6.1 The Ministry/Department where the concerned Multi-tasking Staff (MTS) is currently posted, may send a vigilance clearance report in prescribed format (enclosed herewith) to the Ministry/Department where the allocation has been made;
- 6.2 The Ministry/Department where the allocation has been made, may issue promotion order on receipt of vigilance clearance report;
- 6.3 The Ministry/Department where the concerned official is currently posted, shall serve the promotion order and relieving order simultaneously to the official concerned so as to enable the official to take over charge of the promoted post of LDC on or after 1st January, 2027, as the case may be;
- 6.4 In case of allocation on promotion as LDC in same Ministry/Department, the process as mentioned at Para 6.1, 6.2 & 6.3 above, for promotion of the official shall be completed well within time so as to enable the official to take over charge of the promoted post of LDC on or after 1st January, 2027, as the case may be; and
- 6.5 Copy of relieving and joining order of the concerned official, shall be sent to this office invariably for record.

7. Also, a report in the following format as on 01st January 2027 and 15th January 2027, shall be furnished to O/o the CGA: -

S.No.	Name of official	Present Ministry & Station	Allocated Ministry & Station on promotion as LDC for V.Y. 2027	Date of issue of vigilance and vigilance status	Office order No. and date of promotion to the post of LDC	Office order No. and date of relieving by present ministry	Office order No. and date of joining by allocated ministry
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]

8. The representations/forgo request, if any, submitted by any official approved for promotion vide this O.M., may be forwarded to this office, if required, strictly as per procedure mentioned in O.M. No. NGE-12002/1/2020-NGE-CGA/217 dated 26.10.2021, by the Pr. Accounts Office of respective Ministry/Department. The representations received in this office without following the procedure prescribed in this office's ibid O.M. dated 26.10.2021 shall not be entertained in any case.

This issues with the approval of the Competent Authority.


 (Nirbhay Kumar Singh)
 Sr. Accounts Officer

To,

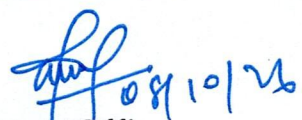
The Pr. CCAs/CCAs/CAs (I/c),
Ministry/Department concerned.

Copy to:-

The Sr.AO, ITD Section with the request to upload this O.M. on website of O/o CGA.

**List of MTS approved for promotion as LDC
under 5% seniority quota for vacancy year 2027**

S. No.	Name of the official (Sh/Smt/Ms)	Cat. (If SC/ST)	Present Ministry	Present Station	Allocated Ministry/Department	Allocated Station
1	Sanjoy Sankhari	SC	Information & Broadcasting	Kolkata	Health & F.W.	Delhi
2	Ratan Kumar Das	SC	Housing & U.A.	Shillong	Home Affairs	Delhi
3	M. M. Kuyeskar		C.B.I.C.	Mumbai	C.B.I.C.	Bhavnagar
4	G. Narsing Rao	SC	C.B.I.C.	Hyderabad	C.B.I.C.	Tuticorin
5	Rajinder Singh Rana		Home Affairs	Delhi	Home Affairs	Delhi
6	Subhash Chand		Law & Justice	Delhi	Law & Justice	Delhi
7	S. Ranjan	SC	Consumer Affairs, Food & Public Distribution	Chennai	Home Affairs	Delhi
8	Om Prakash Paswan	SC	Industry	Kolkata	Jal Shakti	Delhi
9	Goutam Hela	SC	Mines	Kolkata	Labour & Employment	Delhi


Sr. Accounts Officer

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