

E-18432
No. A-32014/1/2025-Group B-CGA /330
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantak Bhawan
E-Block, GPO Complex,
INA, New Delhi - 110023
Dated: 07th September, 2026

OFFICE ORDER

Subject: Appointment of Senior Accountants as Assistant Accounts Officer under 10% Seniority Quota in Departmentalized Accounting Organizations.

The Competent Authority has approved the promotion and allocation of **08 Senior Accountants** working in various Ministries for appointment as Assistant Accounts Officer under the 10% seniority quota prescribed in the Recruitment Rules of AAOs notified on 27.02.2025 in Level 8 of 7th CPC (**Annexure - I**).

2. CCAs/CAs may like to view the Transfer Policy dated 12.02.2024 (available at www.cga.nic.in) and the official may be relieved from present office to join duties at new station/office at the earliest. Requests for change of station will not be entertained at this stage and hence need not be sent to this office.

3. Before issue of the appointment order, the concerned Ministry/Department is requested to do the following:

(i) The Ministry/Department where the concerned Senior Accountant is currently posted, may immediately send a report to the 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 subsequent clarification vide OM No. 22012/1/99-Estt(D) dated 25-10-2004;

(b) Whether the concerned **Senior Accountant** is undergoing any penalty under Rule 11 of the CCS(CCA) Rules, 1965 due to which appointment cannot be given effect.

(ii) The above report is to be furnished within **five working days** from the date of publishing of this OM. If however for any reason, furnishing of the above mentioned report is expected to take longer than five working days, specific intimation to this effect may be given immediately to this office and Ministry/Department which is to make the appointment. The recipient Ministry will also pursue vigilance clearance with the other Ministry to get the clearance as soon as possible.



- (iii) On receipt of the report, the Ministry/Department to which the **Senior Accountant** is allocated, may proceed to issue the appointment order in the enclosed proforma. This appointment order is to be signed by the Appointing Authority i.e. by the Chief Controller of Accounts or the Joint Controller General of Accounts as the case may be. The appointment order must be issued within **five working days**.
- (iv) The Ministry/Department where the concerned official is currently working shall relieve him/her within **seven days** and shall serve the appointment order and relieving order simultaneously. Copies of these orders may be sent to this office for records.
- (v) Any delay in completion of the above process must be reported promptly to this office along with the reasons for the same.
- (vi) **No separate individual orders will be issued.**



(Jyoti Vinod)
Senior Accounts Officer (HR-3)

Copy to:

1. All the Concerned Pr. CCAs/CCAs/Jt. CGAs/CAs./CC (Pension)/CFC, Civil Aviation/Director (INGAF)/ADG (Prasar Bharati)
2. Jt. CGA, PFMS (HQ)/Concerned SNOs.
3. All individual concerned.
4. Sr. AO, ITD, O/o CGA, New Delhi for uploading.
5. Guard File.

PROFORMA FOR PROMOTION ORDER

**GOVERNMENT OF INDIA
MINISTRY OF
DEPARTMENT OF
NEW DELHI**

OFFICE ORDER NO /2026

In pursuance of O/o CGA Office Order No. dated
Sh./Smt./Ms., Senior Accountant of M/o,
who has been allocated by the Controller General of Accounts, is hereby
approved for promotion as Assistant Accounts Officer under 10% seniority
quota prescribed in the Recruitment Rules of AAOs notified on 27.02.2025 in
the Level 8 (7th CPC) of Pay Matrix from the date he/she assumes charge of
the post in Min/Deptt/of at The appointment shall be
governed by the Central Civil Accounts Service (AAO) Recruitment Rules, 2025
and other rules and orders issued from time to time by the Government of India
and the Controller General of Accounts as are applicable to the post of Assistant
Accounts Officer.

Posting of Sh./Smt./Ms. in
(Ministry\Station) has been decided by the O/o Controller General of Account,
M/o Finance, Department of Expenditure after taking into account his/her
seniority, options exercised by the officer, availability of vacancies subject to the
overriding consideration of administrative convenience as laid down in OM No.
A-32014/4/2021/MF.CGA(A)/ Group 'B'/Policy/HR-III/1463 dated 12th
February, 2024 and subsequent amendments thereof (available at
www.cga.nic.in). The posting is liable to change as and when warranted due to
administrative reasons.

Promotion of Sh./Smt./Ms. is provisional and is
subject to verification of caste certificate by O/o Chief Controller of
Accounts/the Appointing Authority of the concerned Ministry /Department as
per **DoPT OM No. 36011/1/2012-Estt.(Res.) dated 8th October, 2015** failing
which his/her promotion based on benefit of reservation is liable to be
withdrawn.**{Strike out this clause in r/o of General Category Officer}**

(Chief Controller of Accounts)/(Jt.CGA)

Sh./Smt./Ms., (Designation)

M/o /D/o

Copy to:

- 1.
- 2.

ANNEXURE - I

Sl N o	CS L No.	Name	Cat (SC/ ST/ GEN)	Date of Birth	Present Ministry	Present Station	Allocated Ministry	Allocated Station
1	106	Ms. K. Jayasri	Gen	23-06-1969	MHA	Delhi	IT	Delhi
2	107	Neeraj M. Umadi	Gen	03-06-1967	MHA	Delhi	MHA	Delhi
3	116	Davender Singh	Gen	20-04-1969	CBIC	Rohtak	MHA	Delhi
4	117	Jitender Kumar	Gen	23-11-1971	Power	Delhi	Health	Delhi
5	120	Shambhu Prasad Bhagat	Gen	09-03-1969	Commerce	Kolkata	CBDT	Bhubanes war
6	248	Surender Singh	SC	18-05-1967	MHA	Delhi	MHA	Delhi
7	256	Anita Ramchandra Khare	SC	05-06-1968	CBIC	Mumbai	Finance	Mumbai
8	263	Trilok Singh	SC	08-02-1972	MHA	Delhi	Commerce	Delhi


(Jyoti Vinod)
Senior Accounts Officer (HR-3)