

E-637

No. A-22020/1/2019-Group B-CGA/356
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantarak Bhawan
E-Block, GPO Complex,
INA, New Delhi – 110023
Dated: 29th September, 2026

OFFICE ORDER

Subject: Appointment of AAO(C) CBT 2022 passed official as Assistant Accounts Officer in Departmentalized Accounting Organisations.

In continuation to this office order no. A-22020/1/2026-Group B-CGA/721 dated 19.02.2026, Ms. Shipra Swain, AAO (C) CBT 2022 passed official working in CBDT, Bhubaneswar has been approved for appointment as **Assistant Accounts Officer** in M/o Education, New Delhi against the existing vacancy of AAO for the year 2026.

2. CCA, CBDT 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 AAO(C) CBT 2022 passed official 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 AAO(C) exam. passed official 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.

Contd..

- (iii) On receipt of the report, the Ministry/Department to which the AAO(C) CBT 2022 passed official 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 order will be issued.**



(Jyoti Vihod)

Senior Accounts Officer (HR-3)

Copy to:

1. The Pr. CCA, CBDT, New Delhi.
2. The CCA, M/o Education, New Delhi.
3. 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 OM No. dated Sh./Smt./Ms., (Designation), AAO (C) CBT 2022 passed official of M/o, who has been allocated by the Controller General of Accounts, is hereby approved for promotion as Assistant Accounts Officer 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 M/o Finance, Department of Expenditure, Controller General of Accounts 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.