

E-1659
A-65061(55)/21/2020-Group B-CGA/37.
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts of India

Mahalekha Niyantarak Bhawan
E-Block, GPO Complex,
INA, New Delhi – 110023
Dated: 17th April, 2026

OFFICE MEMORANDUM

Subject: Appointment as 'Ad-hoc Assistant Accounts Officer' as an interim measure to fill up the vacancies in the grade of Assistant Accounts Officer in Ministries/ Departments in this Organization.

In supersession of all the instructions regarding appointment of 'Ad-hoc AAO' issued by this office, the following instructions are hereby prescribed for appointment of 'Ad-hoc Assistant Accounts Officer' ('Ad-hoc AAO') in Ministries/Departments as an interim measure till the vacancies are filled up on regular basis:-

- a. The appointment as 'Ad-hoc AAO' may be made within the Ministry/Department from amongst eligible officials as given in para (c) below, for a period not exceeding 12 months or joining of regular incumbent provided by this office, whichever is earlier. The appointment may be made only in cases where it is administratively expedient and essential without affecting smooth functioning in the lower grades.
- b. The appointment as 'Ad-hoc AAO' will be made against regular vacancies and leave vacancies exceeding 45 days for which regular incumbent is not provided by this office.
- c. The order of priority for consideration for appointment as 'Ad-hoc AAO' will be as under:
 - i. Sr. Accountant having 06 years of regular service in the grade and willing for appointment as 'Ad-hoc AAO', in order of their seniority at a particular station in the concerned Ministry.
 - ii. Officials in any grade who have passed at least 3 papers of AAO (Civil) CBT, 2022 Examination.
- d. The appointment as 'Ad-hoc AAO' will be made only in Pay & Accounts Offices and not in the Divisions in Ministries of H&UA, Water Resources, I&B etc. **Further, not more than 50 % of the vacancies at Headquarters will be filled by Ad-hoc AAOs.**

- e. The proposal for appointment of 'Ad-hoc AAO' must be processed timely so as to reach this office at least 3 months before retirement of the official.
 - f. The appointment as 'Ad-hoc AAO' shall not bestow any claim for regular appointment as AAO and the services so rendered shall not count for the purpose of seniority in that grade.
 - g. The officials appointed as 'Ad-hoc AAO' can be reverted without prior notice and without assigning any reason.
2. The appointment of 'Ad-hoc AAO' may be done through DPC by non-selection method i.e. on the basis of seniority-cum-fitness basis. The DPC shall comprise of Jt. CGA (HR-3&4) as Chairperson and Jt. CGA (HR-1&2) & CCA/CA of the concerned Ministry as member. The case shall be processed by way of circulation of single consolidated file from the Ministry to the Jt. CGA (HR-1&2) and then to Jt. CGA (HR-3&4).
3. Copies of orders issued for appointment as 'Ad-hoc AAO' and /or their reversion may invariably be sent to this office.
4. This issues with the approval of the Controller General of Accounts of India.



(Jyoti Vinod)
Sr. Accounts Officer

To:

1. All Addl. CGAs/Pr. CCAs/ CCAs/CAs (with independent charge).
2. Jt. CGA (HR-3&4)/Jt. CGA (HR-1&2).
3. Director General (INGAF).
4. Sr. AO (ITD) for uploading the OM on the CGAs website.