

E-19779
No. K-19002/1/2025/MF-CGA (A)/HR-II/489
Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts

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Mahalekha Niyantarak Bhawan,
E Block, GPO Complex, INA,
New Delhi-110 023

Dated: 20th November, 2025

OFFICE MEMORANDUM

Subject:- APAR Dossier of AAOs for holding DPC for promotion as Sr.AOs for the Vacancy Year 2026-regarding

I am directed to invite a reference to the provisions contained in CCAS (Senior Accounts Officer) Recruitment Rules, 2025 for drawing up panel for DPC for promotion of AAOs in the grade of Senior Accounts Officer for the vacancy year 2026.

2. All the offices of Pr.CCAs/CCAs/CAs (I/C) of the Ministry/Department concerned are hereby requested to send the ACR/APAR Dossiers of AAOs complete in all respects, upto 2023-24 in respect of AAOs belonging to i) General Category upto Sl. No. 485 (Shri Umesh Kumar Sah), ii) SC Category upto 752 (Ms. Nisha), iii) ST Category upto 714 (Shri Vishito Kulnu) and iv) PH Category upto 529 (Shri A. Abdul Raheem (PH)) as per Gradation list of AAOs as on 01-01-2025 (available at cga.nic.in), to this office by 06.12.2025.

3. In cases where dossiers have already been sent to CGA office for earlier DPC, the latest APAR i.e. 2023-2024 alongwith 'seen certificate' from the concerned officers may please be sent to this office. In case APARs are pending with previous Ministry of the AAO concerned, the present Pr.CCA\CCA\CA may call the same from that Ministry and send the complete dossier/APARs to this office.

4. While forwarding the APARs dossiers, it may kindly be ensured:-

- (i) Folders of the APARs of AAOs falling in the consideration zone for promotion as Sr.AO are to be submitted duly complete at the level of reporting & reviewing officers from 2016-17 to 2023-24 with a check list of details of APARs (Gap Slips/NRC, if any) in individual folder of the concerned AAO.
- (ii) The missing APAR period(s)/Gap Slips/No Report Certificates, wherever applicable, are issued with the approval of the Competent Authority in the Ministry.
- (iii) Print out of the online APARs are to be submitted duly ink signed on each page by an officer not below the rank of Dy.CA (with official stamp).
- (iv) In case of manual APARs, "Seen Certificates" of the officers reported upon are also to be submitted along with the concerned AAO APAR Folder.

- (v) Details of Major/Minor penalties imposed during the last 10 years if any, are to be submitted.
- (vi) Details of Court Case pending against the concerned AAOs are to be submitted.
- (vii) Certificate of Persons with Benchmark Disability (PwBD) is sent duly verified by an officer not below the rank of Dy.CA (with official stamp).

5. This issues with the approval of the Competent Authority


(Vikal Raj)
Senior Accounts Officer

To

- 1) All Pr.CCA/CCA/CA of Ministry/Department concerned.
- 2) Sr.AO (ITD), O/o CGA, New Delhi for uploading on the CGA's website.
- 3) Guard File