

F.No. NGE-11006/1/2025-NGE-CGA/496
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
(HR-4 Section)

MahalekhaNiyantakBhawan
GPO Complex, Block-E, INA
New Delhi - 110023
Email ID:- hr4section-cga@gov.in

Dated, the 18th November, 2025.

Office Memorandum No. 279/25

Subject:-Promotion of Multi-tasking Staff to the post of Lower Division Clerk on seniority-cum-fitness basis (5% quota) for the Vacancy Year 2026 - regarding.

I am directed to invite reference to the provisions contained in Rule 5(2) of the Central Civil Accounts Service (Lower Division Clerk Group 'C' post) Recruitment Rules, 2010 for promotion of Multi-tasking Staff to the post of Lower Division Clerk on seniority-cum-fitness basis for the vacancy year 2026.

2. Vide this office's O.M. No. 237/25 dated 01.08.2025, the Ministries/Departments were requested to furnish information regarding (i) vacancy position in the post of Lower Division Clerk under seniority quota (5% quota) for the vacancy year 2026; and (ii) certified copy of the Departmental Gradation List of Multi-tasking Staff i.e. feeder grade post, prepared and maintained by the respective Ministry/Department.

3. In this regard, a list of MTS is attached vide Annexure-A containing names of MTS in order of their combined seniority prepared for the sole purpose of governing promotion of MTS as LDC on seniority-cum-basis under 5% quota as per Rule 5 of the extant CCAS Recruitment Rules, 2010 of the post of LDC and on the basis of information provided by the Ministries/Departments for the vacancy year 2026.

4. The concerned Ministries/Departments are requested to hold a meeting of the DPC in respect of (i) MTS whose names are mentioned in the list attached at Annexure-A; and (ii) their seniors, if any, who are found eligible but not mentioned in the list referred above. The name of eligible MTS recommended for promotion as LDC on seniority-cum-fitness basis shall be considered for approval subject to (a) fulfilling eligibility conditions provided in the extant Recruitment Rules, 2010 of post of LDC as on 01.01.2026 i.e. the crucial date of eligibility as per DoP&T O.M. No. 22011/4/2013-Estt(D) dated 8th May, 2017; and (b) availability of sufficient vacancies of LDC under seniority quota (5%) for the vacancy year 2026 as reported by the Ministries/Departments.

5. The officials mentioned in List at Annexure 'A' who were if found 'unfit' or deferred on previous occasion, may also be considered afresh by the DPC for the vacancy year 2026. The cases, if any, in which the promotion was not accepted by the official and consequently debarred for promotion for one year, the DPC may consider such cases afresh for the vacancy year 2026 on completion of debarment period in terms of DoP&T OM No. 22011/18/87-Estt (D) dated 09/04/1996, wherever applicable.

6. The name of eligible officials may be considered and placed in the select list (in prescribed proforma at Annexure 'B') in order of their inter-se-seniority in the Gradation List prepared and maintained by the respective Departmentalized Accounting Office, for forwarding to this office.

7. The following information may, therefore, be forwarded to this office: -

7.1 "Select List" of eligible officials mentioned in the List attached at Annexure 'A', who were considered and found 'FIT' and recommended by respective DPC for promotion as LDC on seniority-cum-fitness basis (under 5% quota) or declared 'UNFIT'/DEFERRED', containing details of officials in prescribed proforma enclosed herewith at Annexure-'B', duly attested by the Sr.AO/ACA/Dy.CA/CA/CCA; and

7.2 Copy of minutes of DPC.

The above requisite information shall reach to this office by 28th November, 2025 positively.

Encl.: As above.


(Nirbhay Kumar Singh)
Senior Accounts Officer

To,

The Pr. CCAs/CCAs/CAs(I/c)

1. M/o Agriculture
2. M/o Food Processing Industries
3. M/o Housing & Urban Affairs
4. M/o Home Affairs
5. M/o Information & Broadcasting
6. INGAF
7. M/o Industry
8. M/o Jal Shakti
9. M/o Law & Justice
10. M/o Mines
11. M/o PPG&P

Copy to:-

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

List of MTS covered under Zone of Consideration for the vacancy year 2026

S.No.	Name (Shri/Ms.)	Cat.	Ministry / Department
1	Naresh Balmiki	SC	Home Affairs
2	M. Shanti	ST	Housing & UA
3	R.K. Das	SC	Housing & UA
4	Sanjoy Sankhari	SC	Information & Broadcasting
5	Rajinder Singh Rana	UR	Home Affairs
6	Subhash Chand	UR	Law & Justice
7	Jaipal Singh	SC	Industry
8	Om Prakash Paswan	SC	Industry
9	Daulat Ram	SC	Jal Shakti
10	Goutam Hela	SC	Mines
11	Vinod Kumar	SC	Agriculture
12	Umesh Chandra Jena	UR	Information & Broadcasting
13	Joginder Kumar	SC	INGAF
14	S. Shiva Kumar	SC	Mines
15	Jagdish	SC	Jal Shakti
16	Vinod Kumar	UR	Food Processing Industries
17	Rishi Prakash	SC	P.P.G.&P.
18	Amit Kumar Marick	UR	Mines
19	Rajesh Kumar Khatik	SC	Housing & UA
20	Sandip Kumar Sarkar	UR	INGAF
21	Dibakar Das	OBC	Information & Broadcasting
22	Sarvesh	SC	Jal Shakti


18.11.25

Annexure-B to O.M. No. 11006/1/2025-NGE-CGA/496 dated 12.11.2025

SELECT LIST OF MTS FOR PROMOTION AS LDC (ON SENIORITY BASIS - 5% QUOTA) FOR THE VACANCY YEAR 2026 (01.01.2026 to 31.12.2026)

NAME OF MINISTRY/DEPARTMENT _____

1. List of MTS(s) found "FIT" by the DPC for promotion to the post of LDC

S. No.	Name of the official (See (*) Note Below)	Sr.No. of the official in Departmental Gradation List maintained by the Ministry / Department	Date of Birth (dd/mm/yyyy)	Cat.	Date & Post of initial appointment in Govt. Service (dd/mm/yyyy), Post	Date of appointment as MTS in CCAS (dd/mm/yyyy)	Mode of Appointment (DR/ Promotion/ Exam/ Com-passionate Ground)	SSC Rank & Year of Exam. , if appointed as MTS on DR basis	Date of clearance of Probation Period (dd/mm/yyyy)	Date from which found 'FIT' for promotion	STATION of present posting	STATION preference (All 3 preferences to be filled, in order of priority)
1	2	3	4	5	6	7	8	9	10	11	12	13
												1)
												2)
												3)
												1)
												2)
												3)
												1)
												2)
												3)

(*) Note:- The information in respect of MTS is to be furnished in order of seniority as appearing in the Gradation List maintained by the respective Departmentalized Accounts Office in Ministry/Department.

2. List of MTS(s) found "UNFIT"/"DEFERRED" cases by the DPC for promotion to the post of LDC

S. No.	Name of the official	Date of Birth (dd/mm/yyyy)	Cat.	Date & Post of initial appointment in Govt. Service (dd/mm/yyyy, Post)	Date of appointment as MTS in CCAS (dd/mm/yyyy)	Mode of Appointment (DR/ Promotion/ Exam/Com-passionate Ground)	SSC Rank & Year of Exam., if appointed as MTS on DR basis	Date of clearance of Probation Period (dd/mm/yyyy)	Whether considered by the DPC or Not	Whether recommended by the DPC as "UNFIT" or "Deferred"	Reason(s) for "UNFIT"/ Deferment
1	2	3	4	5	6	7	8	9	10	11	12

It is certified that (i) the information furnished above has been duly verified from the relevant records viz. service record, gradation list maintained in this office and found in order and;
(ii) the reservation policies including maintenance & updation of reservation rosters have been followed in this office as per existing instructions of the Govt. of India/DoPT on the subject matter.

ACA/Dy.CA/CA/CCA