

E-20661
No. K-18001/2/2026/MF-CGA/DPC/HR-II/80
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts of India

Mahalekha Nyantrak Bhawan,
E Block, GPO Complex, INA,
New Delhi – 110023
Dated: 12th May, 2026

OFFICE MEMORANDUM

Subject: APAR Dossier of Assistant Accounts Officers for holding DPC for promotion as Senior Accounts Officer for the Vacancy Year 2027 – regarding

I am directed to invite a reference to the provisions contained in Central Civil Accounts Service (Senior Accounts Officer) Recruitment Rules, 2025 for drawing up panel for DPC for promotion of Assistant Accounts Officers (AAOs) to the grade of Senior Accounts Officer (Sr. AO) for the vacancy year 2027.

2. All the offices of Pr. CCAs/Jt. CGA/CCAs/ CAs (with independent charge) of Ministries/Department concerned are hereby requested to send the APAR Dossiers, complete in all respects, upto 2024-25 in respect of AAOs as under:

Category	Dossiers to be called for upto GL No. of Gradation List as on 01.01.2026
General	332 - Sanjay Kumar
SC	841 - Prashant Indora
ST	847 - Ting Rose
PwBD category	842 - Shri Umakant Kumar

3. In cases where dossiers have already been sent to CGA office for the earlier DPC, the latest APAR i.e. 2024-2025 along with 'seen certificate' from the concerned officer may please be sent to this office. In case APARs are pending with the previous Ministry of the AAO concerned, the present Pr. CCAs/Jt. CGAs/CCAs /CAs (with independent charge) may call for the same from that Ministry and send the complete dossier/APARs to this office.

4. While forwarding the APARs dossiers, the following may 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 2018-19 to 2024-25 with a check list of details of APARs flagged and marked (Gap Slips/NRC, if any) in individual folder of the concerned AAO.
- ii. The missing APAR period(s)/Gap Slips/No Report Certificates/No Review Certificate, wherever applicable, are to be submitted 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 level 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 AAOs 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) are to be submitted duly verified by an officer not below the rank of Dy. CA (with official stamp).
5. The APARs and other details in respect of the AAOs in the consideration zone may be sent to this office latest by 31.05.2026 for taking further necessary action at this end.
6. This issues with the approval of the competent authority.



(Jyoti Vinod)
Senior Accounts Officer

To

- 1) All Pr. CCAs/Jt. CGAs/CCAs/CAs (with independent charge).
- 2) Sr.AO (ITD), O/o CGA, New Delhi for uploading on the CGA's website.
- 3) Guard File