

E-3024
A-22013/13/2020-Group B-CGA/527
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Mahalekha Niyantrak Bhawan
E- Block, GPO Complex,
INA, New Delhi – 110023
Dated: 27th November, 2025

OFFICE MEMORANDUM

Subject: Proposal for link officer arrangement of Asstt. Accounts Officer.

This office frequently receives requests from all Ministries/Departments/Offices regarding assignment of link officer on urgent basis in their offices due to single AAO or non-availability of AAOs due to proceeding on leave/training/transfer etc.

In order to ensure smooth functioning of office work and to avoid any delay in disposal of important works, it is requested to send the proposal of link officer of all offices under your Ministry/Department, where there is single AAO or non – availability of AAO, as per given format.

S. No.	Name of Ministry/ Department	Name of office for which link officer is required	Proposal for 1 st Link Officer (Name of office with Ministry)	Proposal for 2 nd Link Officer (Name of office with Ministry)	Remarks/ Reason for assignment of 1 st & 2 nd link officer

The proposed link officer should ideally be in the same building or near by locations for minimum hardship in functioning as link officer. The above proposal may be sent to this office by the concerned Pr. AOs in r/o all offices under their Ministry where there is requirement of link officer through email on groupbsec-cga @gov.in **latest by 31.12.2025.**

This issues with the approval of Competent Authority.


(Jyoti Vinod)
Sr. Accounts Officer (HR-3)

To,

1. All Ministries/Departments.
2. Sr.AO (ITD), O/o CGA.
3. Guard File.