

**IMMEDIATE**

**E-10920**  
**A-22013/7/2022-Group B-CGA / 201(i)**  
**Ministry of Finance**  
**Department of Expenditure**  
**Controller General of Accounts**

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**Mahalekha Niyantarak Bhawan**  
**E-Block, GPO Complex,**  
**INA, New Delhi - 110023**  
**Dated: 05<sup>th</sup> July, 2024**

**OFFICE MEMORANDUM**

**Subject: Promotion of Assistant Accounts Officers (Civil) CBT, 2022 passed officials.**

With reference to Exam section, OM No. X-11002/2/2022(10834)-EXAM-CGA/1976 dated 11/08/2022 & in terms of Para 17.13.1 of O.M. No. 22011/5/86-Estt.(D) dated 10.04.1089, the present panel for CBT 2022 passed candidates for promotion as AAO will cease to be in force from 15.07.2024. Hence in order to prepare a fresh panel to consider the promotion of AAO (Civil) CBT, 2022 passed officials serving in Departmentalized Accounting Organization (DAO) of various Ministries/Departments, the Principal CCAs/CCAs/CAs are requested to furnish the following information/documents in r/o the remaining CBT 2022 passed candidates & in r/o candidates who have forgone their promotion as AAO belonging to their respective DAOs:-

- i) Service Book;
- ii) CR Dossier containing all ACRs/APARs upto the year 2022-23. In case there is any broken period for less than 3 months during the last 5 years, Gap slips for the said periods may be kept in CR Dossiers. While forwarding the CR Dossiers, it may be ensured that it contains all the ACRs/APARs/Gap Slips and none of the ACRs/APARs contain adverse remarks. In case any ACRs/APARs contains adverse remarks, action as required under the relevant rules/instructions of the Govt. of India may be taken before sending the ACRs/APARs to this office. Further, a certificate to the effect that the ACRs/APARs from the period 2008-09 onwards have been seen by the official concerned/disclosed to official concern may also be attached with the relevant ACR/APAR.
- iii) Particulars of the officials in prescribed proforma (copy enclosed). (Pay and Accounts Offices where the candidates are presently posted may send a copy of the proforma complete in all respects directly to this office).
- iv) The information regarding CBT passed candidate who is presently on deputation may also be informed this office.
- v) Certificates of vigilance/departmental cases, penalty etc. in enclosed proforma.

2. Promotion of the successful officials will be made in the order of their seniority in the combined Seniority List published by this Office vide OM dated 30.11.2022.

3. The provisions of this office O.M. No. A-32014/4/2021/MF.CGA(A)/Group "B"/Policy/HR-III/1463 dated 12.02.2024 regarding the Transfer/Posting Policy of AAOs & Sr.AOs of Central Civil Accounts Service may also be brought to the notice of the successful candidates.

4. The Pr. CCAs/ CCAs/ CAs may ensure that above mentioned information/ documents may be furnished to this office by **15.07.2024** positively.

This issues with the approval of the Competent Authority.



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

To

1. Pr. CCAs/ CCAs/ CAs (Independent Charge)
2. CC (P), CPAO.
3. Jt. CGA (Admn), PFMS, O/o CGA.
4. Director (INGAF).
5. CFC, M/o Civil Aviation.

Copy to:

Sr. AO (ITD), O/o CGA, Delhi for uploading on O/o CGA's website

Proforma for Current Vigilance Status

Vigilance Clearance Certificate may be issued strictly according to DoPT O.M. No. 22034/4/2012-Estt(D) dated 2nd November, 2012

1	Current Vigilance Status of (Name of the Official)	Shri/ Smt/ Ms
2	Present Ministry/ Department	
3	Present Office/ Department	
4	Cases where chargesheet* has been issued and disciplinary proceedings are on	
5	Cases where prosecution for criminal charge is pending in court of law	
6	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order/ order for review of suspension	
7	Major Penalty/ Minor Penalty imposed in the last ten (10) years if any, and currency of such penalty	
8	Details of APARs not available in the APAR dossier alongwith the detailed reasons and efforts made	
9	Details of adverse entries/ grading AVERAGE/ below average, if any:	
	I) Whether the same are communicated	
	II) Whether reply has been obtained	
	III) Whether the reply has been considered	
	IV) The final outcome of the adverse entries	
10	Whether requisite seen certificate has been enclosed alongwith the APARs	

Dated:

Competent Authority  
(Signature with Stamp)

Particulars of AAO (Civil) CBT Examination 2022 Passed Official

S.No.	Name	Category (SC/ST/ Gen)	Whether PH or Not	Date Of Birth	Ministry/ Department	Present Place of Posting	APAR Gradings					Vigilance
							2018-19	2019-20	2020-21	2021-22	2022-23	
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature  
 (Name of the Certifying Authority)  
 (Designation of the Certifying Authority)  
 (Seal & Stamp)