

(E-19597)

TOP PRIORITY
TIME BOUND

F. No. NGE-11003/1/2025-NGE-CGA/428
Government of India
Ministry of Finance
Department of Expenditure
CONTROLLER GENERAL OF ACCOUNTS
(HR-4 Section)

Mahalekha Niyantarak Bhawan
GPO Complex, E-Block, INA
New Delhi - 110023.
Email: - hr4section-cga@gov.in

Dated, the 13th October, 2025

OFFICE MEMORANDUM No. 267/2025

Subject: - Promotion of Accountant to the post of Senior Accountant for the Vacancy Year 2026 - reg.

The undersigned is directed to refer to the subject cited above and the provisions contained in the Central Civil Accounts Service (Senior Accountant, Group 'B' Non-Gazetted post) Recruitment Rules, 2025 regarding promotion of eligible Accountants as Senior Accountant for the vacancy year 2026.

2. In this regard, the Pr.CCAs/CCAs/CAs(I/c) in Ministries/Departments (Civil) are requested to take the following necessary actions in time bound manner: -

| S. No. | Actions required | Timeline for completion |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| (1) | <p><u>Collection and verification of the APARs and service records of Accountants</u></p> <p>The APAR and service records in respect of all eligible Accountants working in respective offices of O/o the Pr.CCAs/CCAs/CAs(I/c) shall be collected from field offices and due verification of particulars of individuals be carried out for determining their eligibility for promotion as Senior Accountant for the vacancy year 2026 subject to fulfilling of the following conditions as on 01.01.2026 i.e. the crucial date of eligibility as per DoP&T vide O.M. No. 22011/4/2013-Estt(D) dated 8th May, 2017: -</p> <ul style="list-style-type: none">i. fulfilling the eligibility conditions as prescribed in Col. 11 of schedule attached to the Central Civil Accounts Service (Senior Accountant, Group 'B' Non-Gazetted post) Recruitment Rules, 2025;ii. completed probation period/confirmation; andiii. passed the Departmental Confirmatory Examination for Accountants. | <p>Upto 31.10.2025</p> |

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| (2) | <p><u>Preparation of Select List</u></p> <p>A select list shall be prepared <u>in the format attached at Annexure-A</u> along with this O.M., by providing the following details in respect of eligible Accountants for consideration of their promotion as Senior Accountant for the vacancy year 2026: -</p> <ol style="list-style-type: none"> Detail of overall sanctioned strength of Senior Accountant at sl.no. 1 of select list proforma; Overall vacancy position of Senior Accountant at sl.no. 2 of select list proforma; Station and category-wise detail of vacancy position of Senior Accountant at sl. no. 3 of select list proforma Draft list of eligible Accountant(s) to be considered for promotion by the DPC, in order of their inter-se-seniority, at sl.no. 4 of select list proforma; and A certificate as provided in the select list proforma regarding verification of relevant records and maintenance and up-dation of relevant reservation rosters as per existing instructions of the DoPT/Govt. of India on the subject matter. | <p>Upto 07.11.2025</p> |
| (3) | <p><u>Holding of DPC (Group 'B', Non-Gazetted) meeting</u></p> <p>The separate meetings of DPC (Group 'B', Non-Gazetted) will be held in respect of each Ministry/Department. The meetings of DPC members will be conducted at Mahalekha Niyantarak Bhawan, O/o the CGA <u>as per date-wise schedule given at Annexure - 'B' as annexed with this O.M.</u></p> <p><u>DPC Composition for promotion of Accountant to the post of Senior Accountant (Group 'B', Non-Gazetted)</u></p> <ol style="list-style-type: none"> Sh. Praveen Nandwana, Jt. CGA (HR-3&4) – Chairperson The Chief Controller of Accounts (*) – Member (<i>from the concerned Ministry/Department</i>) Ms. Stuti Ghildiyal, Controller of Accounts, CPAO – Member <p>(*) where there is no Chief Controller of Accounts in the Ministry/Department, the concerned Controller of Accounts may be nominated as the member.</p> <p><u>Notes: -</u></p> <ol style="list-style-type: none"> <i>The concerned officers of each Ministry/Department shall attend DPC meetings in respect of their office as per schedule along with all necessary documents and records in original for placing the same before the respective DPCs.</i> <i>Also, the documents to be placed before the DPC members shall be got reviewed from HR-4 Section, O/o the CGA by the concerned officer(s), in person, of each Ministry/Department <u>as per schedule mentioned at Annexure - 'B' for the same.</u></i> | <p>As per date-wise schedule attached at Annexure-B</p> |

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| (4) Complete documents to be submitted to O/o the CGA after holding DPC meeting | Upto 25.11.2025 |
| i. Final Select List (strictly in prescribed format), duly ink-signed and stamped by an officer of not below the rank of Senior Accounts Officer; ii. Copy of DPC minutes; and iii. Legible/readable copy of Departmental Gradation List of Accountants as on date, duly ink-signed and stamped by an Officer not below the rank of Senior Accounts Officer. | |

3. The cases of Accountants who were found 'unfit' or deferred on previous occasion, may also be considered by the DPC. The Accountants who were offered promotion for the year 2025 but have not accepted the same, are to be debarred for one year in terms of DoPT OM No. 22011/18/87-Estt (D) dated 09/04/1996 and then considered afresh for the year 2026 on completion of debarment period.

4. **In case of any doubt/clarification, the concerned officer(s) may contact HR-4 Section telephonic or through email or in person during working hours, so as to ensure timely submission of information to this office as per timeline mentioned at Para 2 above.**

This issues with approval of the Competent Authority.

Encl.: As above.


(Nirbhay Kumar Singh)
Sr. Accounts Officer (HR-4)
Tel. No. 011-24665356

To

1. Pr. CCAs/CCAs/CAs(I/c)
2. Jt.CGA (Admn.), O/o the CGA / Jt.CGA (Admn.), PFMS
3. CFC, Civil Aviation & Tourism / CC (Pensions) / D.G. (INGAF)

Copy to: -

1. Ms. Stuti Ghildiyal, Controller of Accounts, CPAO, New Delhi for information.
2. Sr.AO (ITD) with the request to upload this O.M. on website of the CGA.

Annexure-A

(Annexure to O.M. No. 267/2025 F.No. NGE-11003/1/2025-NGE-CGA/428 Dated: 13/10/2025)

PROFORMA**SELECT LIST OF ACCOUNTANTS FOR PROMOTION
AS SENIOR ACCOUNTANT FOR THE VACANCY YEAR 2026****NAME OF MINISTRY/DEPARTMENT -****1. Sanctioned strength of Senior Accountant as on 01.01.2026**

| | | |
|-------|--------------------------------------------------------------------------------------------------|--|
| (i) | Sanctioned Strength as revised vide CGA's O.M. No. NGE-18007/5/2024-NGE-CGA/354 dated 08.09.2025 | |
| (ii) | Creation/Abolition of post after CGA's O.M. No. NGE-18007/5/2024-NGE-CGA/354 dated 08.09.2025 | |
| (iii) | Total sanctioned strength [(i) + (ii)] | |
| (iv) | Order(s) No. & date of creation/abolition of the post (copy of order to be enclosed) | |

2. Overall Vacancy Position of Senior Accountant as on 01.01.2026

| S. No. | Particulars | SC | ST | Others | Total (3+4+5) |
|--------|---------------------------------------------------------------|----|----|--------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (i) | Sanctioned Strength (As per CGA's ibid O.M. dated 08.09.2025) | | | | |
| (ii) | Working Strength | | | | |
| (iii) | Vacancy position (*) [(i) - (ii)] | | | | |

(*) NOTE: - As per posts earmarked in reservation rosters maintained & updated by the concerned Appointing Authority in the Departmentalized Accounts Organizations functioning in the Ministries/Departments (Civil), in respect of post of Sr. Accountant in accordance with Govt. of India policies on reservations & concessions.

3(A). Station and Category-wise break-up of Vacancies of Senior Accountant as on 01.01.2026 (under 50% seniority quota as per RRs)

| S. No. | Name of STATION | SC | ST | Others | Total (3+4+5) |
|-----------|-----------------|----|----|--------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total (@) | | | | | |

(@) Note: -

The station-wise vacancies reported to this office shall not be utilized for filling up through any other mode without prior intimation to O/o the CGA.

3(B). Station-wise break-up of vacancies of Senior Accountant as on 01.01.2026 (under 50% Limited Departmental Competitive Examination Quota as per RRs)

| S. No. | Name of STATION | SC | ST | Other s | Total (3+4+5) |
|-----------|-----------------|----|----|---------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total (@) | | | | | |

(@) Note: -

The station-wise vacancies reported to this office shall not be utilized for filling up through any other mode without prior intimation to O/o the CGA.

4. DRAFT/FINAL List of Accountant(s) to be considered / found "FIT" by the DPC for promotion to the post of Senior Accountant

| S. No. | Name of the official (See (*) Note Below) | Date of Birth (dd/mm/yyyy) | Cat. | Date & Post of initial appointment in Govt. Service (dd/mm/yyyy, Post) | Date of appointment as Accountant (dd/mm/yyyy) | Mode of Appointment (DR/ Promotion/ Exam/Compassionate Ground) | SSC Rank & Year of Exam., if appointed as Accountant on DR basis | Date of clearance of Probation Period (dd/mm/yyyy) | Date of passing Departmental Confirmatory Examination for Accountants (dd/mm/yyyy) | Station of present posting |
|--------|-------------------------------------------|----------------------------|------|------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| (i) | | | | | | | | | | |
| (ii) | | | | | | | | | | |
| (iii) | | | | | | | | | | |
| (iv) | | | | | | | | | | |
| (v) | | | | | | | | | | |

It is certified that (i) the information furnished above (Sl.No. 1 to 4) has been duly verified from the relevant records viz. service record, departmental gradation list and other records 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 DoPT/Govt. of India on the subject matter.

Sr.AO/ACA/Dy.CA/CA/CCA

Annexure-B

(Annexure to O.M. No. 267/2025 F.No. NGE-11003/1/2025-NGE-CGA/428 Dated: 13/10/2025)

Date-wise schedule for

- (i) review of documents for placing before the DPC (Group 'B' Non-Gazetted); and
- (ii) holding of DPC meetings in respect of O/o Pr.CCAs/CCAs/CAs(I/c) at Mahalekha Nyantrak Bhawan, O/o the CGA,

as follows: -

| S. No. | Name of Ministry / Department | Date for review of documents (in HR-4 Section, O/o CGA) | Date for holding meeting of DPC |
|--------|---------------------------------|------------------------------------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 |
| 1 | Agriculture and Farmers Welfare | 10.11.2025 at 10:15 A.M. | 17.11.2025 at 10:15 A.M. |
| 2 | CBDT | | |
| 3 | Chemicals & Fertilizers | | |
| 4 | CGA | | |
| 5 | CPAO | 10.11.2025 at 02:15 P.M. | 17.11.2025 at 02:15 P.M. |
| 6 | Civil Aviation & Tourism | | |
| 7 | Coal | | |
| 8 | Commerce and Textiles | | |
| 9 | CBIC | 11.11.2025 at 10:15 A.M. | 18.11.2025 at 10:15 A.M. |
| 10 | Consumer Affairs, Food and P.D. | | |
| 11 | Cooperation | | |
| 12 | DoNER | | |
| 13 | Earth Sciences | 11.11.2025 at 02:15 P.M. | 18.11.2025 at 02:15 P.M. |
| 14 | Education | | |
| 15 | Electronics and I.T. | | |
| 16 | Environment, Forest and C.C. | | |
| 17 | External Affairs | 12.11.2025 at 10:15 A.M. | 19.11.2025 at 10:15 A.M. |
| 18 | Finance | | |
| 19 | Food Processing Industries | | |
| 20 | Health and Family Welfare | | |
| 21 | Home Affairs | 12.11.2025 at 02:15 P.M. | 19.11.2025 at 02:15 P.M. |
| 22 | INGAF | | |
| 23 | Industry | | |
| 24 | Information and Broadcasting | | |
| 25 | Housing and Urban Affairs | 13.11.2025 at 10:15 A.M. | 20.11.2025 at 10:15 A.M. |
| 26 | Jal Shakti | | |
| 27 | Labour and Employment | | |
| 28 | Law & Justice | | |
| 29 | Mines | 13.11.2025 at 02:15 P.M. | 20.11.2025 at 02:15 P.M. |
| 30 | New and Renewable Energy | | |
| 31 | PPG&P | | |
| 32 | Science and Technology | | |

| 1 | 2 | 3 | 4 |
|----|----------------------------------------|-----------------------------|-----------------------------|
| 33 | Petroleum and Natural Gas | 14.11.2025 at 10:15 A.M. | 21.11.2025 at 10:15 A.M. |
| 34 | PFMS | | |
| 35 | Planning, Statistics and P.I. | | |
| 36 | Power | | |
| 37 | Panchayati Raj | 14.11.2025 at 02:15 P.M. | 21.11.2025 at 02:15 P.M. |
| 38 | Rural Development | | |
| 39 | Shipping, Road Transport and Highways | | |
| 40 | Skill Development and Entrepreneurship | | |
| 41 | Steel | | |

Note:-

All O/o the Pr.CCAs/CCAs/CAs(I/c) are requested to strictly adhere to the above timelines.
