

F.No. NGE-11006/1/2024-NGE-CGA/302

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
(HR-4 SECTION)**

**MAHALEKHA NIYANTRAK BHAWAN
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Dated, the 22nd August, 2024

Office Memorandum No.105/24

Subject:- Promotion of Multi-tasking Staff to the post of Lower Division Clerk on seniority-cum-fitness basis (5% quota) for the Vacancy Year 2025 - regarding.

I am directed to in invite a reference to the subject cited above and request to provide the following information in O/o the CGA urgently.

- (i) The vacancy position in the grade of Lower Division Clerk (in format attached herewith) for the Vacancy Year 2025.
- (ii) The attested copy of Departmental Gradation List of Multi-Tasking Staff as on date (maintained and updated by each Departmentalized Accounts Organization in Ministries/Departments in respect of their own, independent and separate cadre of MTS).

The above requisite information shall reach to this office by 13th September, 2024 positively.

Encl.: As above.


(Nirbhay Kumar Singh)
Sr. Accounts Officer

To

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

Copy to:-

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

SELECT LIST OF MTS FOR PROMOTION AS LDC (ON SENIORITY BASIS - 5% QUOTA) FOR THE VACANCY YEAR 2025 (01.01.2025 to 31.12.2025)

NAME OF MINISTRY/DEPARTMENT.....

1. Sanctioned strength of LDC as on 01.01.2025

(i)	Sanctioned Strength as approved in Cadre Review, vide CGA's O.M. No. A-32014/1/2014/MF.CGA/Gr.B/20 dated 12.04.2022	
(ii)	Creation/Abolition after Cadre Review vide CGA's O.M. No. A-32014/1/2014/MF.CGA/Gr.B/20 dated 12.04.2022	
(iii)	Total sanctioned strength (i) + (ii)	
(iv)	Order number of creation/abolition of the post (copy of order to be enclosed)	

2. Overall Vacancy Position of LDC as on 01.01.2025

S. No.	Particulars	UR	OBC	SC	ST	EWS	Total	Ex. Servicemen (See (**)) Note Below)	PwD (See (**)) Note Below)			
									OH	VH	HH	Others
1	2	3	4	5	6	7	8 (3+4+5+6+7)	9	10	11	12	13
(i)	Sanctioned Strength (after cadre review)											
(ii)	Working Strength											
(iii)	Vacancy position (*) (i) - (ii)											

NOTE:- (*) As per posts earmarked in reservation rosters maintained & updated by the concerned Appointing Authority in DAO, Ministries/Departments in respect of posts of LDC in accordance with Gol policies on reservation & concessions.

(**) The No. of posts reserved for Ex.Servicemen & PwD as per reservation roster shall be amongst No. of posts shown in Col. 3 to 7 above and not to be added separately in Total at Col 8.

3.1 Station-wise break-up of Vacancies of LDC as on 01.01.2025 (Under 5% Seniority Quota)

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

(@) 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.

3.2 Station-wise break-up of Vacancies of LDC as on 01.01.2025 (Under 10% LDQE Quota)

S. No.	Name of Station (@)	SC	ST	Others	Total
1	2	3	4	5	6
	Total				

(@) 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. Detail of LDCs retiring during the period 01.01.2025 to 31.12.2025

S. No.	Name	Category	Date of Retirement (dd/mm/yyyy)	Remarks, if any
1	2	3	4	5

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 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.

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