

No.: NGE-11004/1/2024-NGE-CGA / 303

Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
(HR-4 Section)

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

Dated, the 22nd August, 2024

Office Memorandum No. 106/24

Subject:- Promotion of Lower Division Clerk to the post of Accountant on seniority-cum-fitness basis (25% quota) for the Vacancy Year 2025 - regarding.

I am directed to invite reference to the provision contained in Rule 5(2) of Central Civil Accounts Service (Accountant Group 'C' post) Recruitment Rules, 2021 on seniority-cum-fitness basis under 25% quota for the vacancy year 2025.

2. In this regard, the Departmentalized Accounting Offices in the Ministries/Departments (Civil) are **requested to hold meeting of DPC in respect of eligible officials of their office** who are fulfilling eligibility conditions as per RRs of the post as on 01.01.2025 i.e. the crucial date of eligibility as per DoP&T O.M. No. 22011/4/2013-Estt(D) dated 8th May, 2017.

3. The officials who were found 'unfit' or deferred on previous occasion, may also be considered afresh by the DPC for the vacancy year 2025. The cases in which the promotion was not accepted by the official and consequently debarred for promotion for one year, the DPC may consider such cases afresh for the vacancy year 2025 on completion of debarment period in terms of DoP&T O.M. No. 22011/18/87-Estt (D) dated 09/04/1996, wherever applicable.

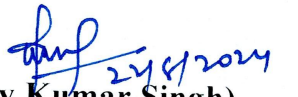
4. The name of eligible officials for the respective posts may be considered and placed in the select list in order of their inter-se-seniority in the Departmental Gradation List prepared and maintained by the respective Departmentalized Accounting Office, for forwarding to this office in terms of relevant Rule of RRs of the post. **The preferences for allocation of STATION as desired in Col. 14 of Sl. No. 6 of the proforma shall be filled in order of priority submitted by the concerned official.**

5. The following information may, therefore, be forwarded to this office:-

- i. A "Select List" and vacancy position for the vacancy year 2025 strictly in prescribed proforma enclosed herewith duly signed by the ACA/Dy.CA/CA/CCA; and
- ii. A copy of DPC minutes.
- iii. Attested copy of Departmental Gradation List of the LDCs

The above requisite information shall reach to this office by 30th 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 Jt. CGA (Admn.), PFMS
4. 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 LDCs FOR PROMOTION AS ACCOUNTANT (ON 25% SENIORITY QUOTA) FOR THE VACANCY YEAR 2025 (01.01.2025 to 31.12.2025)

NAME OF MINISTRY/DEPARTMENT.....

1. Sanctioned strength of Accountant 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(s) No. & date of creation/abolition of the post (copy of order to be enclosed)	

2. Overall Vacancy Position of Accountant as on 01.01.2025

S. No.	Particulars	UR	SC	ST	OBC	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 Accountant 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. Station-wise break-up of Vacancies of Accountant as on 01.01.2025 (Under 25% 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.

4. Station-wise break-up of Vacancies of Accountant as on 01.01.2025 (Under 5% LDCE 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.

5. Detail of Accountants retiring during the period 01.01.2025 to 31.12.2025

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

6. List of LDC(s) found "FIT" by the DPC for promotion to the post of Accountant (in order of their seniority in Departmental Gradation List)

S. No.	Name of the official (See (*) Note Below)	Sr. No. of the official in Departmental Gradation List maintained by the Ministry / Department	Date of Birth (dd/mm/yyyy)	Cat. (See (**) Note Below)	Date & Post of initial appointment in Govt. Service (dd/mm/yyyy, Post)	Date of appointment as LDC in CCAS (dd/mm/yyyy)	Mode of Appointment (DR/ Promotion/ Exam/Compassionate Ground)	SSC Rank & Year of Exam., if appointed as LDC on DR basis	Date of clearance of Probation Period (dd/mm/yyyy)	Date of passing of Typing Test for LDCs (dd/mm/yyyy) (See (#) Note Below)	Date from which found 'FIT' for promotion	STATION of present posting	STATION preference (All 3 preferences to be filled, in order of priority)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
													1)
													2)
													3)
													1)
													2)
													3)
													1)
													2)
													3)

Note :- (*) The information in respect of LDCs is to be furnished in order of seniority as appearing in the Departmental Gradation List maintained by the respective Departmentalized Accounts Office in Ministry/Department.

(**) PH category, if any, may also be specified.

(#) If exempted, copy of approval of Competent Authority i.e. the CGA for exemption from Typing Test may be provided.

7. List of LDC(s) found "UNFIT"/deferred cases by the DPC for promotion to the post of Accountant

S. No.	Name of the official	Date of Birth (dd/mm/yyyy)	Cat.	Date & Post of initial appointment in Govt. Service (dd/mm/yyyy, Post)	Date of appointment as LDC in CCAS (dd/mm/yyyy)	Mode of Appointment (DR/ Promotion/ Exam/Compassionate Ground)	SSC Rank & Year of Exam., if appointed as LDC on DR basis	Date of clearance of Probation Period (dd/mm/yyyy)	Date of passing of Typing test for LDCs (dd/mm/yyyy)	Whether considered by the DPC or Not	Whether recommended by the DPC as "UNFIT" or "Deferred"	Reason(s) for "UNFIT"/ Deferment
1	2	3	4	5	6	7	8	9	10	11	12	13

It is certified that (i) the information furnished above (Sl.No. 1 to 7) 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.