

F.No. NGE-11003/1/2024-NGE-CGA/304

**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 22<sup>nd</sup> August, 2024**

**Office Memorandum No. 107 /24**

**Subject:- Promotion of Accountant to the post of Senior Accountant on seniority-cum-fitness basis for the Vacancy Year 2025 - regarding.**

I am directed to invite reference to the provisions contained in Rule 5(2) of Central Civil Accounts Service (Accountant and Senior Accountant, Group 'C' posts) Recruitment Rules, 2010 for promotion of Accountants as Senior Accountant on seniority-cum-fitness basis, 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.

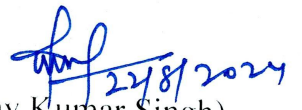
3. The officials who were found 'unfit' or deferred on previous occasion, may also be considered afresh by the DPC for the vacancy year 2025. The cases in which the promotion was not accepted by the official and consequently debarred for promotion for one year, the DPC may consider such cases afresh 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 post of Senior Accountant 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 provisions of RRs of the post.

5. The following information may, therefore, be forwarded to this office:-
- 5.1 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;
  - 5.2 A copy of DPC minutes; and
  - 5.3 Attested copy of Departmental Gradation List of the Accountants.

**The above requisite information shall reach to this office by 30<sup>th</sup> 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 ACCOUNTANTS FOR PROMOTION AS SR. ACCOUNTANT FOR THE VACANCY YEAR 2025 (01.01.2025 to 31.12.2025)**

NAME OF MINISTRY/DEPARTMENT.....

**1. Sanctioned strength of Senior 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)	<b>Total sanctioned strength (i) + (ii)</b>	
(iv)	Order(s) No. & date of creation/abolition of the post ( <b>copy of order to be enclosed</b> )	

**2. Overall Vacancy Position of Senior Accountant as on 01.01.2025 (100% Seniority Quota)**

S. No.	Particulars	SC	ST	Others	Total
1	2	3	4	5	6 (3+4+5)
(i)	Sanctioned Strength (after cadre review)				
(ii)	Working Strength				
(iii)	<b>Vacancy position (*) (i) - (ii)</b>				

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

**3. Detail of Sr. 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

4. List of Accountant(s) found "FIT" by the DPC for promotion to the post of Senior 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 Minsitry / Department	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)	Date from which found 'FIT' for promotion	Station of present posting
1	2	3	4	5	6	7	8	9	10	11	12	13

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

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

S. No.	Name	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 of Departmental Confirmatory Examination for Accountants (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 5) 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.