

F.No. NGE- 18003/2/2023-NGE-CGA-Part(1)/458

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

MAHALEKHA NIYANTRAK BHAWAN
GPO COMPLEX, BLOCK-E, INA
NEW DELHI - 110023
Email ID:- hr4section-cga@gov.in

Dated, the 13th November, 2024

Office Memorandum No. 126/24

Subject:- Collection of information in respect of Sr. Accountant (Group-B, Non-Gazetted) from Ministries/Departments - reg.

The undersigned is directed to refer to the subject cited above. In this regard, it is requested to furnish information in respect of incumbents to the post of Senior Accountant (Group 'B', Non-Gazetted) in the prescribed proforma attached herewith at **Annexure-I**.

2. A softcopy of requisite information in **excel format** shall also be furnished through email (**hr4section-cga@gov.in**). The proforma in excel format is also sent separately to each Ministry/Department through email. The information shall be furnished strictly in the prescribed format without any modification in the format.

3. The above requisite information shall reach to this office by 29th November, 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.

Proforma for collection of information in respect of Sr. Accountants

Name of Ministry / Department:-	
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S. No.	S.No. in Departmental Gradation list of Sr. Accountant	Name of the official		Date of Birth (dd/mm/yyyy)	Category	Educational Qualification	Email ID	Mobile No.
		Shri / Ms.	Name					
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]

Initial appointment in CCAS cadre			Details of Promotion / Appointment as Accountant				
Date of joining (dd/mm/yyyy)	Post	Ministry/ Department	Date of joining (dd/mm/yyyy)	Ministry/ Department	Station	Mode of recruitment (DR from SSC / promotion (seniority/ LDQE/ LDCE) / compassionate appointment)	SSC CGLE Year & Rank, if DR
[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]

Details of Promotion as Sr. Accountant			Present station of Posting	Date of posting at present station (dd/mm/yyyy)	Details of Deputation, if official is on deputation to any other organization		Date of Retirement (dd/mm/yyyy)	Remarks
Date of joining (dd/mm/yyyy)	Ministry/ Department	Station			Date of proceeding to deputation (dd/mm/yyyy)	Name of Borrowing Organization		
[18]	[19]	[20]	[21]	[22]	[23]	[24]	[25]	[26]

- Note:-
1. Any other relevant information may be mentioned in remarks column;
 2. Status of pending disciplinary proceeding, if any, may be mentioned in remarks column;
 3. PH category may also be mentioned in remarks column; and
 4. In Educational Qualification(Col. 7), stream may be specified like Arts, Commerce, Science, B.Tech, etc.

Signature & Stamp of Dy.CA/CA/CCA