

(E-8734)

F. No. NGE-11003/2/2021-NGE-CGA/ 58

भारत सरकार / Government of India  
वित्त मंत्रालय / Ministry of Finance  
व्यय विभाग / Department of Expenditure  
महालेखानियंत्रक / Controller General of Accounts  
(HR-4 अनुभाग/ Section)

महालेखानियंत्रक भवन /Mahalekha Niyantrak Bhawan  
जी.पी.ओ.कॉम्प्लेक्स, ब्लॉक-ई, आई.एन.ए. / GPO Complex, Block-E, INA  
नई दिल्ली / New Delhi - 110023  
ई-मेल / Email ID:- hr4section-cga@gov.in

दिनांक अप्रैल, 2025  
Dated, the 23<sup>rd</sup> April, 2025

**Office Memorandum No. 207 /25**

**Subject:- Promotion of Accountants to the grade of Sr. Accountant on seniority-cum-fitness basis.**

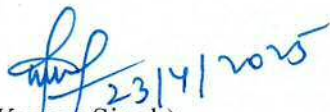
I am directed to refer various representations of Accountants/Sr. Accountants, list attached as Annexure-'A' herewith, forwarded by respective Ministry / Department regarding their promotion as Sr. Accountant under junior clause of the Recruitment Rules of the post and grant of relaxation upto three months in eligibility service as per DoP&T O.M. dated 12.08.2021.

2. These representations have been scrutinized in this office and it is observed that all such representations, Annexure 'A', are to be examined by the concerned offices i.e. the Departmentalized Accounts Offices in Ministries/Departments regarding requests for grant of relaxation in eligibility service upto three months is required for consideration of promotion as per DoPT O.M. dated 12.08.2021 and promotion under junior clause as per recruitment rules of the post(s). After due examination and if found fit, these cases may be forwarded to this office alongwith self-contained note, copy of select list, minutes of Review DPC, departmental gradation list and recommendations of the respective Appointing Authorities, as per instructions contained in this office's O.M. dated 26.10.2021 (**copy enclosed**) and O.M. dated 06.11.2023 (**copy enclosed**).

3. Further, it is requested that similar representations, if any, may also be processed as mentioned at para 2 above.

4. The aforesaid all related representations (as per Annexure-A) received in this office may be treated as disposed of at the end of O/o the CGA, for further examination by the concerned Departmentalized Accounts Offices in Ministries/Departments.

Encls: - as above.

  
(Nirbhay Kumar Singh)  
Sr. Accounts Officer

To

**The Pr.CCAs/ CCAs/Cas (I/c)  
Ministries/Departments (Civil) concerned.**

Copy to:-

The Sr. AO (ITD), O/o the CGA for uploading this O.M. on CGA's website.

S.No.	Ministry / Department	Name of the official (Shri / Ms)
1	Agriculture	Hemant Kumar
2	Agriculture	Naman Saini
3	Agriculture	R. Prakash
4	Agriculture	Shashank Shekhar
5	Agriculture	Alok Kumar
6	CBDT	Sourabh Gupta
7	CBDT	Kushagra Dixit
8	CBDT	G. Stephen Raju
9	CPAO	Ravi Shankar Prasad
10	Civil Aviation	Kewal Kumar Sinha
11	Civil Aviation	R I Goutham Ram
12	Civil Aviation	Murti
13	Civil Aviation	Moolchand
14	Consumer Affairs, Food & P.D.	Binod Kumar Singh
15	Consumer Affairs, Food & P.D.	Abhishek Kumar Sah
16	Consumer Affairs, Food & P.D.	Santosh Kumar Shaw
17	Earth Sciences	Rahul
18	Earth Sciences	Ashis Kumar Saha
19	Earth Sciences	Ajitha Tenali
20	Education	Naushad Alam
21	Education	Ajay Singh
22	Environment, Forest & C.C.	Rahul
23	Environment, Forest & C.C.	Yogesh Kumar
24	External Affairs	Vijay Kumar Sharma
25	Home Affairs	Abhilash Rawat
26	Home Affairs	Heena Manchanda
27	Home Affairs	Gagandeep Singh Lamba
28	Home Affairs	Akshay Arya
29	Home Affairs	Nitin Kumar Varun
30	Home Affairs	Divya Patel
31	Home Affairs	Amit Khedar
32	Home Affairs	Rakshit Kushwaha
33	Home Affairs	Aman Kumar Raj
34	Home Affairs	Dushyant Lamba
35	Home Affairs	Arpit Singh Nayak
36	Home Affairs	Yogesh Attri
37	Home Affairs	Narayan Singh
38	Home Affairs	Mohit Shrivastava
39	Home Affairs	Dheeraj Gupta
40	Home Affairs	Parveen Kumar
41	Home Affairs	Tanuj Yadav
42	Home Affairs	Shubham Agarwal
43	Home Affairs	Tanu Sharma
44	Home Affairs	Atharv Mishra
45	Home Affairs	Deepak Prajapati
46	Home Affairs	Aditya Kumar Sah
47	Home Affairs	Pankaj Barodia
48	Home Affairs	Amarjeet Raj
49	Home Affairs	Pawan Gupta
50	Home Affairs	Ashish Kr. Gupta



51	Home Affairs	Manish Kumar
52	Home Affairs	Chandra Shekhar Kumar
53	Housing & UA	Abhishek Bhasker
54	Housing & UA	Gaurav Kechwaha
55	Housing & UA	Hansraj Ranjan
56	Housing & UA	Hemant Kumar Meena
57	Housing & UA	Khwahish Verma
58	Housing & UA	Kumar Priyank
59	Housing & UA	Pradeep Chauhan
60	Housing & UA	Vipin Kumar
61	Housing & UA	Kavita
62	Housing & UA	Sachin Panwar
63	Housing & UA	Sonu
64	Housing & UA	Deepak Kumar
65	Housing & UA	Prashant Sharma
66	Housing & UA	Naveen
67	Housing & UA	Ravi Panchal
68	Housing & UA	Vikash
69	Housing & UA	Paritosh Singh
70	Housing & UA	Veer Sain
71	Housing & UA	Rajesh Kumar
72	Housing & UA	Sudipta Maity
73	Housing & UA	Ashish Kumar
74	Housing & UA	Sweta Kumari
75	Housing & UA	Chandra Shekhar Chatterjee
76	Housing & UA	Chandan Kumar
77	Housing & UA	Ranjeet Kumar
78	Housing & UA	Lokesh Kumar
79	Housing & UA	Satya Prakash Singh
80	Housing & UA	Suman Kumar
81	INGAF	Anil
82	Jal Shakti	Supriya Kumari
83	Jal Shakti	Kapil Kumar Meena
84	Jal Shakti	Pooja Yadav
85	Jal Shakti	Hemant Kumar
86	Jal Shakti	Saurabh Singh
87	Jal Shakti	Upendra Singh Meena
88	Jal Shakti	Ankit Kumar
89	New & Renewable Energy	Abhishek Kumar Mishra
90	Rural Development	Nikhil Kumar Mudgal

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File No.NGE-12002/1/2020-NGE-CGA/217

**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](mailto:hr4section-cga@gov.in)**

**Dated, the 26<sup>th</sup> October, 2021**

**OFFICE MEMORANDUM**

**Subject: - Procedure for representations/references to O/o the CGA-reg.**

It has been observed that the employees of Central Civil Accounts Service (CCAS) are submitting representations directly to higher authorities in O/o the CGA by post or email. Also, in many instances the O/o Pr.CCAs/CCAs/CAs are forwarding the representations and other references in respect of CCAS employees posted in their respective offices, without proper examination and verification of facts at their level and sometimes the Pay & Accounts Offices forwarded the references/information directly to this office instead of routing through their Pr.CCAs/CCAs/CAs in the Ministries/Departments concerned.

2. Attention is, therefore, invited to the CGA's O.M. No. A.11019/46/90/MF.CGA(A)/1620 dated 20.10.1992 (**copy enclosed**) and O.M. No. A.26011/20/ACP/99/MF.CGA(A)/947 dated 26.06.2001 (**copy enclosed**) laying down the procedure to be followed for making and forwarding of representations and references to O/o the CGA. As per instructions, all representations and other references must be sent to this office through concerned Pr.CCAs/CCAs/CAs in accordance with the procedure prescribed in aforesaid O.Ms dated 20.10.1992 and 26.06.2001.

3. The above instructions are, therefore, re-circulated herewith for necessary compliance.

4. It is further clarified that this office will not take cognizance of any representation or other reference which is not received through the Pr.CCA/CCA/CA concerned, except in exceptional circumstances. The officers/staff of CCAS may be sensitized to not to address any representation directly to the higher authorities in CGA office, however, submit the same to their respective offices as per procedure prescribed in this regard. Any representation in gross violation of these instructions will be viewed seriously.


5. Further, the Pr.CCAs/CCAs/CAs are requested to consider and settle representations of CCAS employees at their own level after due examination and verification of facts and in light of extant instructions/provisions/rules of DoPT/DoE/GoI and instructions issued by O/o the CGA on the subject matter from time to time. However, if any specific clarification or direction of this office is required in connection with such representation(s) or reference(s), the same may be forwarded to this office:-

- (i) through a self-contained note containing verified details/facts of the case in chronological order alongwith
- (ii) supporting documents/evidences and
- (iii) bearing views/comments of the Office with due recommendations of the Pr.CCAs/CCAs/CAs concerned.

6. The above instructions shall be followed by all concerned strictly.

This issues with approval of the Competent Authority.

**Encls:** as above.

  
26/10/2021  
(Chandra Kumar Salwan)  
Sr. Accounts Officer

To

1. The Pr.CCAs/CCAs/CAs (I/C)  
All Ministries/Departments (Civil)
2. The Jt.CGA(Admn.), O/o the CGA / CFC(Civil Aviation) /  
CC(Pensions) / Director(INGAF)

**Copy to:** -

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

No. A. 11019/46/90/MF-CGA(A)/1620

Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts

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New Delhi, the 20 October, 92

Office Memorandum

Subject: -References made to C.G.A. Office- procedure regarding.

The undersigned is directed to say that it has been observed in this office that references are made by the departmentalised accounting units of various Ministries seeking clarification/decisions on various points under the signature of P.A.Os/Dy.C.As in a routine manner. In most of the cases, the points involved are neither examined at the level of C.A./C.C.A. nor their comments/views given therein. Most of these references could be disposed of at the level of C.As/C.C.As. had the cases been examined properly in the Principal Accounts Offices.

With a view to avoiding unnecessary references to this office it has been decided that whenever a reference is made seeking clarification/interpretation/decision etc. on any specific point, the case should be initially examined at the level of C.A./C.C.A. and their views recorded in the reference made to this office. The references so made should be under the signatures of at least Dy. Controller/Controller of Accounts with a clear indication that the same carries the approval of Controller of Accounts/Chief Controller of Accounts.

The above instructions may be followed by all concerned scrupulously as direct references at PAO's level will not normally be entertained henceforth.

(U.S. PANT)

Dy. Controller General of Accounts

To  
All CCAs/CA/Dy.CAs etc.  
All Ministries/Depts  
New Delhi.



A.26011/20/ACP/99/MF.GGA(A)/ 947  
CONTROLLER GENERAL OF ACCOUNTS  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
LOK NAYAK BHAVAN  
NEW DELHI

26 June, 2001

Office Memorandum

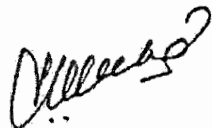
Sub : Forwarding of advance copy of representations to  
CGA's office by staff of CCAS.

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It has been observed that staff of Central Civil Accounts Service while submitting their representations on various issues to their CCA/CA, send an advance copy to this office direct.

2. All representations in future should be routed through the concerned CCA/CA. CCA/CA on receipt of representation (s) may send a suitable reply to the individuals within reasonable period of time. In case the CCA/CA feel that the representation requires examination by this office, then the same may be sent to this office along with the comments of CCA/CA concerned. These instructions may be brought to the notice of all concerned for strict compliance. This office will not take in representations not received through the CCA/CA concerned to cognizance. The officers and staff may also be warned not to address any representation by name to CGA. Such applications will be viewed seriously.

3. This issues with the approval of Addl.CGA.

  
(V.K. Mehta)

Senior Accounts Officer

Pr. CCA/CCA/CA/Dy.CA  
All Min/Dept  
New Delhi.



**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 06<sup>th</sup> November, 2023**

**OFFICE MEMORANDUM**

**Subject:- Promotion of Accountants to the grade of Sr. Accountant on seniority-cum-fitness basis.**

Reference is invited to DoP&T's O.M. No. AB-14017/17/2018-Esstt.RR dated 12.08.2021 regarding relaxation in eligibility service as prescribed in recruitment rules/service rules as on the crucial date i.e. 1<sup>st</sup> January, 2021 upto a maximum period of three months. The relaxation is permitted for three vacancy years i.e. 2021, 2022 and 2023.

2. It has been observed in the select lists received from User Departments (Cadre Controlling Authorities in respect of Group 'C' & 'B' Non-Gazetted employees) where the relaxation has been granted to the eligible officials as per instructions contained in DoPT ibid O.M. dated 12.08.2021 that these officials have been recommended for promotion as Senior Accountant w.e.f. 1<sup>st</sup> January of the year of consideration. Whereas instructions contained in Para 5 of DoPT ibid O.M. dated 12.08.2021 states that "the relaxation is subject to the condition that actual promotions are effected only after completion of the eligibility service prescribed in the Recruitment Rules/Service Rules".

3. The concerned User Departments, being the Cadre Controlling Authority in respect of Group 'C' & 'B' Non-Gazetted employees in their respective Ministry/Department, are, therefore, requested to conduct a review DPC in their respective offices to consider the "fitness" of the eligible Accountants for promotion as Senior Accountant as per eligibility conditions prescribed in relevant Recruitment Rules and instructions contained in DoPT ibid O.M. dated 12.08.2021 wherever applicable and to recommend the name of Accountants, if found "fit", for promotion w.e.f. 1<sup>st</sup> April of the year of consideration in cases where relaxation in prescribed service length is required (maximum upto 03 months) for the vacancy years 2021, 2022 and 2023.

4. The name of such Accountants may be forwarded to this office in prescribed select list proforma (as circulated vide CGA's O.M. of even number (539) dated 27.03.2023) alongwith copy of minutes of review DPC for further consideration in this office, latest by 30<sup>th</sup> November, 2023.

This issues with approval of the Competent Authority.

  
**(Madhukar Sharma)  
Sr. Accounts Officer**

**To**

**The Pr. CCAs/CCAs/CAs concerned.**

**Copy to:-**

**The Sr. AO (ITD), O/o the CGA with the request for uploading on website of the CGA.**



**F. No. AB-14017/17/2018-Estt. RR**  
**Government of India**  
**Ministry of Personnel, P.G. & Pensions**  
**Department of Personnel & Training**  
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North Block, New Delhi  
Date: 12<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

**Subject:-Relaxation in the eligibility service – change in the crucial date i.e. 1<sup>st</sup> January – regarding**

As per instructions contained in DoPT's OM No.22011/4/2013-Estt.(D) dated 8.5.2017, Ministries/Departments, which were mostly following Financial Year (April - March) based vacancy year system till 2017-18 for promotion to various grades, were required to shift to Calendar Year (January to December) based vacancy year from the year 2018 onwards. **Consequently, the crucial date for determining eligibility also changed from 1st April to 1st January.**

2. Due to the shift in the vacancy year and consequent change in the crucial date for determining eligibility, employees, who were completing eligibility service as on 1st April of the vacancy year, were not becoming eligible for consideration for promotion in that vacancy year and that such these employees were becoming eligible for consideration for promotion for vacancies arising only next year w.e.f 1<sup>st</sup> January, subject to fulfillment of other conditions.

3. Requests have been received for the vacancy year 2019 onwards, requesting for grant of relaxation of eligibility service by upto 3 months as on the crucial date of 1<sup>st</sup> January, on the grounds of shifting of vacancy year from financial year-wise to calendar year-wise, to enable employees to be considered for promotion in that year and that this Department has been granting relaxation, on case to case basis, for the Vacancy Years 2019, 2020 and 2021.

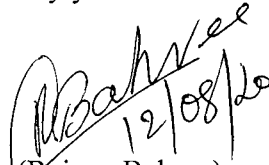
4. With a view to enable timely holding of DPCs, where the recruitment has been shifted from financial year-wise to calendar year-wise, in the light of DoPT's OM dated 8.5.2017, it has been decided in consultation with the Union Public Service Commission and approval of the competent authority, to delegate powers to the Administrative Ministries and Departments (Cadre Controlling Authorities) to relax the eligibility service prescribed in the Recruitment Rules/Service Rules (RRs/SRs) for these posts/cadre, as on the crucial date viz. 1<sup>st</sup> January, 2021, for upto a maximum period of 3 months. Relaxation in eligibility service is to be accorded in such cases where the employees would have been eligible for being considered for promotion as on 1<sup>st</sup> April, 2021, but due to change in the crucial date to 1<sup>st</sup> January, 2021, they become ineligible for being considered for promotion during 2021. Similar relaxation is permitted for vacancy years 2022 and 2023, as indicated in the table below:

<b>Vacancy Year</b>	<b>Crucial date of eligibility</b>	<b>Maximum relaxation of eligibility service delegated to the Administrative Ministry / Department</b>
2021	1.1.2021	Upto3 months for those who have completed eligibility service prescribed in the RRs by 31 <sup>st</sup> March, 2021
2022	1.1.2022	Upto3 months for those who would complete eligibility service prescribed in the RRs between 1 <sup>st</sup> January and 31 <sup>st</sup> March, 2022
2023	1.1.2023	Upto3 months for those who would complete eligibility service prescribed in the RRs between 1 <sup>st</sup> January and 31 <sup>st</sup> March, 2023

...2/-

5. No delegation of relaxation of eligibility service so granted to Administrative Ministries/Departments shall be available for vacancy year 2024. Further, the relaxation is subject to the condition that actual promotions are effected only after completion of the eligibility service prescribed in the Recruitment Rules/Service Rules.

6. If case any RRs/SRs, prescribe a different crucial date of eligibility, other than 1<sup>st</sup> January, the concerned Administrative Ministry/Department would have to necessarily amend the SRs/RRs and align the same with extant instructions by prescribing the crucial date as 1<sup>st</sup> January of the vacancy year.

  
12/08/2021  
(Rajeev Bahree)

Under Secretary to the Government of India

To  
All Ministries/Departments of Government of India