

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

**Mahalekha Nyantrak Bhawan
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New Delhi - 110023
Email ID:- hr4section-cga@gov.in**

Dated, the 25th June, 2024

Office Memorandum No. 73/24

Subject: Promotion of MTS as LDC on seniority-cum-fitness basis (5% quota) for the vacancy year 2024 - reg.

In terms of Rule 5(2) of **Central Civil Accounts Service (Lower Division Clerk - Group 'C' posts) Recruitment Rules, 2010**, the vacancies under 5% seniority quota in the grade of Lower Division Clerk (LDC) (Pay Level 2) for the vacancy year 2024 shall be filled from MTS of Central Civil Accounts Service with not less than 3 years' service. Accordingly, Ministries/Departments were requested to conduct DPC vide CGA's O.M. No. NGE-11006/3/2023-NGE-CGA/102 dated 15.05.2024.

2. On the basis of combined select list prepared in respect of MTS who have been found 'FIT' and recommended by DPC (Gr.'C') held in their respective Ministries/Departments for promotion to the post of LDC and fulfilled all essential eligibility conditions as on 1st of January of the Vacancy Year 2024, as prescribed in Central Civil Accounts Service (Lower Division Clerk – Group 'C' posts) Recruitment Rules, 2010, **the approval of the Competent Authority is hereby conveyed for promotion of total four (04) eligible MTS as LDCs on seniority-cum-fitness basis (5% quota) and their allocation in the Ministries/Departments and stations on their promotion as LDC as per list Annexed herewith.**

3. The following guidelines may be observed by the concerned Appointing Authority in Ministries/Departments while issuing promotion and relieving order of the officials (MTS) approved for promotion as LDC:-

- i. The Ministry/Department where the concerned official is currently posted may send vigilance clearance report (in prescribed proforma enclosed herewith) immediately to Ministry/Department where the allocation has been made but not later than 7 (Seven) days in any case.
- ii. Appointment order is to be issued by the Ministry/Department allocated on promotion within 5 (Five) working days after receipt of vigilance clearance from the parent Ministries/Departments.
- iii. The Ministry/Department where the concerned official is working presently shall relieve him/her within 15 (Fifteen) days from the date of issue/receipt of promotion order from the ministry/department allocated on promotion and shall serve the promotion order as well as relieving order simultaneously to the concerned official.

- iv. In case of allocation on promotion as LDC in same Ministry/Department, the process as mentioned at Para 3 (i) & (ii) for promotion of the official shall be completed within 12 (Twelve) days.
- v. The promotion shall be effective from the date of joining of the official to the promoted post of LDC in all cases.
- vi. A copy of relieving and joining order shall be forwarded to this office invariably.

4. **Promoted LDCs have to pass the Type Test on computer conducted by the Staff Selection Commission (SSC). Unless exempted by order issued in this regard by the Controller General of Accounts, a LDC who has not qualified the prescribed test on Computer will not be entitled to any increments, confirmation or promotion by seniority or through any departmental examination.**

5. **The Appointing Authority in Ministry/Department shall ensure before issue of promotion order of the officials approved for promotion as LDC that the official fulfills all eligibility conditions as mentioned in Recruitment Rules of the post of LDC including (i) clearance of the probation period, etc. as per RRs of the post of LDC and (ii) vigilance clearance of the official.**

6. Representation/request for forego of promotion, in exceptional circumstances, should be forwarded to the Controller General of Accounts **through the concerned Appointing Authority in Ministry/Department (proper channel)** within 10 (Ten) working days from the date of issue of this O.M. by the O/o CGA.

This issues with approval of the Competent Authority.

Encl.: As above.



(Nirbhay Kumar Singh)
Sr. Accounts Officer

To
The Pr.CCAs/CCAs concerned

Copy To:-
The Sr. AO (ITD) for uploading on CGA's website.

ANNEXURE TO O.M. No. NGE-11006/3/2023-NGE-CGA/164 dated 25.06.2024

List of MTS approved for promotion to the post of LDC (CCAS)

S. No.	Name of the Official (Shri/Smt./Ms.)	Category	Present Ministry/ Department	Present station	Ministry/ Department Allocated	Station Allocated
1	Vijay Singh	SC	Petroleum & Natural Gas	Delhi	O/o the CGA	Delhi
2	Lila Hazra	SC	Home Affairs	Kolkata	Finance	Hoshangabad
3	M. Shanti	ST	Housing & UA	Chennai	CBIC	Madurai
4	R.K. Das	SC	Housing & UA	Shillong	Science & Technology	Delhi



Sr. Accounts Officer