

Government of India
Ministry of Finance
Department of Expenditure
CONTROLLER GENERAL OF ACCOUNTS
(HR-4 Section)

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

Dated, the 16th August, 2024

Office Memorandum No. 85/24

Subject:- Distribution of dossiers of SSC MTSE-2021 passed candidates for the post of MTS (CCAS)- reg.

The undersigned is directed to state that the dossier of Multi-tasking (Non- Technical) Staff Examination-2021 passed candidate sponsored by SSC for the post of MTS have been allocated for distribution to the Departmentalized Accounting Organization in Ministries/Departments (Civil) under the CGA organization as per following:-

S.No.	Name of the candidate	SSC MTSE-2021 Rank	SSC MTSE-2021 Roll No.	Category	Category Selected	Allocated Ministry/ Department
1.	Shri Aman Kumar	SLA590	3013606181	OBC	OBC	Home Affairs

2. The concerned Appointing Authority in Ministry/Department is requested to issue offer of appointment to the candidates after ensuring a comprehensive check of the following particulars/ documents of the candidates:-

- i. Date of Birth;
- ii. Essential Qualification as on the crucial date;
- iii. Age relaxation claimed by candidate(s), if any;
- iv. SC/ST/OBC/EWS/Ex.S/PH Certificate issued by the Competent Authority;
- v. In respect of OBC candidate(s), the extant guidelines regarding creamy layer status may be followed strictly;
- vi. The genuineness of OBC certificate indicating Non-Creamy Layer status issued by the prescribed authorities need to be verified in case of OBC candidate(s) who have been selected on a provisional basis;
- vii. The eligibility of the candidate(s) whose candidature has been kept provisional for reasons other than OBC status should be verified;
- viii. Candidate's result, rank, category etc. may be verified with the result available on the Commission's website;
- ix. Photo, Signature, LTI and Handwriting taken on Admission Certificate (Commission's Copy) and documents obtained at different stages of Examination need to be verified with those the candidate(s) may actually submit at the time of joining the service.

- x. Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages), Skill Test (if applicable) and Document Verification have been provided in the candidates' dossier. These photographs may be matched with each other as well as with the candidate who is offered the appointment.
- xi. In case of any suspicion in the candidature of the candidate, the same may be referred to the Commission immediately. In case, the offer of appointment has already been issued then the case may be referred to the appropriate authorities like Central Forensic Science Laboratory (CFSL).

3. In addition to above, the prescribed pre-appointment formalities such as Character and Antecedent Verification/Police Verification and Medical Examination of the candidate may also be completed by the User Department as per prevalent rules and regulations of DoPT/GoI. The guidelines/instructions issued by the DoPT/GoI from time to time on the subject matter may be followed scrupulously. Further, the Appointing Authority in User Department is requested to issue offer of appointment to the candidate against the available vacancy as per category-wise breakup in the state assigned by SSC failing which in the nearest state subject to availability of vacancies in the selected category of the candidate.

3.1 DoPT O.M. No. 9/23/71-Estt.(D) dated 06.06.1978 duly amended vide O.M. No. 35015/2/93-Estt.(D) dated 09.08.1995 followed by the subsequent O.M. No. 1259494-Estt.(D) dated 09.08.2017 provides that an offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment.

3.2 The Appointing Authority/User Department shall, therefore, ensure that all formalities regarding issue of offer of appointment, appointment letter, reminders, and correspondence for extension of time wherever granted in exceptional cases on genuine grounds as well as cancellation of offer of appointment letter, may be completed strictly within a period of six months from the date of issue of offer of appointment letter. On expiry of six months period from the date of issue of offer of appointment letter, the concerned Appointing Authorities shall have no power to revive or accept joining of any candidate. All such cases shall be dealt with strictly in accordance with aforesaid DoPT OMs ibid dated 09.08.1995 & 09.08.2017.

3.3 If candidate declines the offer of appointment or fails to report for duty, or there is no response from him even after reminders (through speed post/registered post with acknowledgement), the offer of appointment should formally be cancelled through a cancellation letter addressed to the candidate under intimation to this office. The dossier (in original) containing all documents of candidate may thereafter be returned to this office for onward return to SSC after ensuring that a copy of the offer of appointment, subsequent reminder(s) and the letter of cancellation of the offer of appointment have been placed in the dossier. This process shall be followed strictly in the manner of instructions detailed above.

4. The Appointing Authority/User Department concerned is requested to depute one suitable officer to collect the dossiers from HR-4 Section, O/o the CGA, New Delhi immediately.

5. The Appointing Authority in Ministry/Department is requested to furnish a fortnightly report for completion of appointing process of the candidate whose dossier has been distributed in the following format on priority basis:-

Name of the Ministry / Department							
No. of dossiers allocated							
S.No.	Name of SSC MTSE-2021 Roll No. of the candidate	Date of issue of offer of appointment	Date of issue of last reminder, if any, to offer of appointment in Col. No. (3)	Date of acceptance of the candidate	Date of issue of letter of medical examination and police verification	Date of joining of the candidate	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

6. In case of any doubts, concerned Regional Director/Deputy Director/Under Secretary (SSC), or SSC (HQ) New Delhi or this office may be contacted immediately.


 (Nirbhay Kumar Singh)
 Sr. Accounts Officer

To,
The Pr.CCA, Ministry of Home Affairs, New Delhi.

Copy to:-

1. The Under Secretary (NR), Staff Selection Commission, Northern Region, Block No 12, CGO Complex, Lodhi Road, New Delhi - 110003 w.r.t. their letter SSC (NR)'s letters No. 10/1/2023-SP dated 07.08.2024 for information.
2. The Under Secretary (P&P-1), Staff Selection Commission, DoP&T, Block No.12, CGO Complex, Lodhi Road, New Delhi - 110003 for information.
3. The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.


 Sr. Accounts Officer