

(E-19193)

F.No. NGE-11006/1/2025-NGE-CGA/589
भारत सरकार / Government of India
वित्त मंत्रालय / Ministry of Finance
व्यय विभाग / Department of Expenditure
महालेखा नियंत्रक / Controller General of Accounts
(HR-4 अनुभाग / Section)

महालेखा नियंत्रक भवन / Mahalekha Niyantarak Bhawan
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दिनांक 24 दिसंबर, 2025
Dated, the 24th December, 2025

Office Memorandum No. 294 /25

Subject:-Promotion of Multi-tasking Staff to the post of Lower Division Clerk on seniority-cum-fitness basis (5% quota) for the vacancy year 2026 - regarding.

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 2026 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-11006/1/2025-NGE-CGA/496 dated 18.11.2025.

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 January of the vacancy year 2026, as prescribed in the Recruitment Rules of the post of LDC, the approval of the Competent Authority is hereby conveyed for promotion of Eight (08) eligible MTS as LDC on seniority-cum-fitness basis (5% quota) and their allocation in the Ministry/Department/Station on their promotion as LDC as per list annexed at Annexure-I to this O.M.

3. The promoted LDCs have to pass the type test on computer conducted by Staff Selection Commission (SSC) as per provision contained in Recruitment Rules of the post. Unless exempted by order issued in this regard by the Controller General of Accounts, an 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.

4. The Appointing Authorities of the Ministries/Departments are requested to issue promotion order in respect of MTS approved for promotion as LDC and allocated to ministry/department as per list annexed at Annexure-I. However, before issue of promotion order, the following may be ensured:-

4.1 the official fulfills all eligibility conditions as mentioned in Recruitment Rules of the post of LDC including clearance of the probation period and correctness of service particulars of the official, etc.;

- 4.2 that none of the circumstances exist for adoption of sealed cover procedure in the concerned case, as per instructions issued by DOP&T vide OM dated 14.09.1992 and as amended from time to time;
- 4.3 that official is not undergoing any penalty under CCS (CCA) Rule, 1965; and
- 4.4 that disciplinary proceedings are either not pending or being contemplated against the official.
5. The promotion of MTS whose names approved as per list at Annexure-I, to the post of LDC on seniority-cum-fitness basis (5% quota) shall be effective from
- the date of assumption of charge to the post of LDC on promotion on or after 01st January 2026, as the case may be.
6. For timely promotion of MTS approved for promotion as LDC, the following course of action may be ensured:-
- 6.1 The Ministry/Department where the concerned Multi-tasking Staff (MTS) is currently posted, may send a vigilance clearance report in prescribed format (enclosed herewith) to the Ministry/Department where the allocation has been made, on immediate basis;
- 6.2 The Ministry/Department where the allocation has been made, may issue promotion order on receipt of vigilance clearance report, on immediate basis;
- 6.3 The Ministry/Department where the concerned official is currently posted, shall serve the promotion order and relieving order simultaneously to the official concerned so as to enable the official to take over charge of the promoted post of LDC on or after 1st January, 2026, as the case may be;
- 6.4 In case of allocation on promotion as LDC in same Ministry/Department, the process as mentioned at Para 6.1, 6.2 & 6.3 above, for promotion of the official shall be completed well within time so as to enable the official to take over charge of the promoted post of LDC on or after 1st January, 2026, as the case may be; and
- 6.5 Copy of relieving and joining order of the concerned official, shall be sent to this office invariably for record.
7. Also, a report in the following format as on 01st January 2026 and 16th January 2026, shall be furnished to O/o the CGA immediately :-

Ministry/Department							
S.No.	Name of official	Present Ministry & Station	Allocated Ministry & Station on promotion as LDC for V.Y. 2026	Date of issue of Vigilance and Status	Office Order No. and date of promotion to the post of LDC	Office Order No. and date of relieving by present Ministry	Office Order No. and date of joining by allocated Ministry
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)


Contd... P/3

8. The representation/forgo request, if any, submitted by any official approved for promotion vide this O.M., may be forwarded to this office, if required, strictly as per procedure mentioned in O.M. No. NGE-12002/1/2020-NGE-CGA/217 dated 26.10.2021, by the Pr. Accounts Office of respective Ministry/Department.

9. The representations for change of allocation or the forgo requests, received in this office without following the procedure prescribed in this office's ibid O.M. dated 26.10.2021 shall not be entertained in any case.

This issues with approval of the Competent Authority.

Encl.: as above.


(Nirbhay Kumar Singh)
Sr. Accounts Officer

To

The Pr.CCAs/CCAs/CAs(I/c) concerned.

✓ Copy to:-

The Sr.AO (ITD), O/o the CGA with request to upload this O.M. on CGA's website.

Annexure-I to O.M. No.NGE-11006/1/2025-NGE-CGA/589 dated 24.12.2025.

List of MTS approved for promotion as LDC under 5% seniority quota
for vacancy year 2026

S. No.	Name of the official (Sh/Smt/Ms)	If SC/ST	Present Ministry	Present Station	Allocated Ministry/ Department	Allocated Station
1	Naresh Balmiki	SC	Home Affairs	Kolkata	CBDT	Delhi
2	Sanjoy Sankhari	SC	I&B	Kolkata	Health	Delhi
3	M. Shanthi	ST	H&UA	Chennai	CBIC	Tirupati
4	R.K. Das	SC	H&UA	Shillong	Home Affairs	Delhi
5	Jaipal Singh	SC	Industry	Delhi	Home Affairs	Delhi
6	Subhash Chand		Law & Justice	Delhi	Home Affairs	Delhi
7	Om Prakash Paswan	SC	Industry	Kolkata	CBIC	Mysore
8	Daulat Ram	SC	Jal Shakti	Faridabad	Labour	Delhi


24.12.25
Sr. Accounts Officer

PROFORMA FOR CURRENT VIGILANCE STATUS

Vigilance Clearance Certificate may be issued strictly according to DoPT OM No. 22034/4/2012-Estt.(D) dated 2nd November, 2012.

1	Current Vigilance status of (Name of the Official)	
2	Present Ministry	
3	Present Office/Department	
4	Cases where charge sheet(*) has been issued and disciplinary proceedings are on	
5	Cases where prosecution for criminal charge is pending in Court of Law	
6	Whether under suspension. If yes, date from which suspended/ suspension extended and copy of the suspension order / order for review of suspension.	
7	Major Penalty/Minor penalty imposed in the last ten (10) years if any, and currency of such penalty.	
8	Details of APARs not available in the APAR dossier alongwith the detailed reasons and efforts made.	
9	Details of adverse entries/ grading AVERAGE/below Average, if any: i) Whether the same are communicated. ii) Whether reply has been obtained iii) Whether the reply has been considered. iv) The final outcome of the adverse entries.	
10	Whether requisite seen certificate has been enclosed alongwith the APARs.	

Dated :

Sr. Accounts Officer
(Signature with stamp)

(*) If a charge sheet has been issued a copy of the same may be enclosed.

Note:- NONE OF THE COLUMNS ABOVE BE LEFT BLANK.

