

No. A. 11020/1/2015-16/MF.CGA(A)/NG/299  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
LOK NAYAK BHAVAN  
KHAN MARKET, NEW DELHI-110 003

Dated: 3<sup>rd</sup> November, 2014

OFFICE MEMORANDUM

Subject:- **Promotion of LDCs as Accountants on seniority basis under Rule 5 (2) of Central Civil Accounts Service ( Accountant and Senior Accountant Group 'C' posts ) Recruitment Rules, 2010.**

Attention is invited to Rule 5 (2) of Central Civil Accounts Service ( Accountant and Senior Accountant Group 'C' posts ) Recruitment Rules, 2010 regarding promotion of LDCs as Accountant on seniority basis under 25 % quota.

2. Pr. CCA/CCA/CA/Dy.CAs are to hold DPC in respect of LDCs those who will be completing 5 years of regular service as on 01.04.2015 in accordance with instruction issued by DoP&T vide their O.M. No.2011/6/2013-Estt.(D) dated 28.05.2014 (copy enclosed) (including those found 'unfit' in the previous occasion, those who have refused promotion and also those who were covered by the 'Range' as on 01.04.2014 and promoted but have not been relieved so far) and furnish the "Select List" of all those found 'Fit' in Proforma-I in the order of seniority as appearing in the Gradation List maintained at their end. The persons who have been offered promotion for the year 2014-15 but have so far not accepted the same are to be debarred in terms of DoPT OM No. 22011/18/87-Estt (D) dated 09/04/1996 and then considered afresh for 2015-2016.

3. As per Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010– *25% of Vacancies are to be filed up through promotion on the basis of seniority.* The vacancy position under 25% quota may be furnished in Proforma-II. Break up of vacancies that have accrued upto 31.03.2015, and likely to accrue during April, 2015 – March, 2016 may be given in the respective columns.

4. The overall vacancy position with station wise break up in the grade of Accountant (excluding those kept in operational abeyance) may be given in Proforma-III.

5. The information complete in all respect in Proforma-I, II & III may be sent to this office positively by 31<sup>st</sup> January, 2015.

Encl.:- As above



(Ved Prakash)  
Sr. Accounts Officer

1. Pr. CCAs/CCAs/CAs/Dy. CAs  
All Min. / Deptt., New Delhi

2. ITD with the request that same may be posted on O/o CGA website

Proforma-I

Ministry/Department.....

*Select List of LDCs found "Fit" by DPC held on .....*

Sl. No.	Name	Gen/ SC/ST	Date of birth	Date of appt. as LDC in CCAS	Station of present posting	Station opted on promotion

- The information in respect of LDCs is to be furnished in the order of seniority as appearing in the Gradation List maintained by CCA/CAs.

Certified that the information furnished above have been duly verified from the records available and found to be in order.

Pay & Accounts Officer/Sr. Accounts Officer  
Ministry/Department

Proforma-II

Details of vacancies to be filled in the grade of Accountant on seniority basis  
25% of vacancies.

	General	SC	ST	Total
Vacancies accrued up to 31-03-2015.				
Vacancies likely to accrue during 01-04.2015 to 31-03-2016 (month wise breakup may be given)				

Proforma-III

Details of overall vacancies in the grade of Accountant (excluding those kept  
in operational abeyance).

Station	General	OBC	SC	ST	Total

Certified that the above information is correct and verified as per the  
roster maintained of this end.

Pay & Accounts Officer/Sr. Accounts Officer  
Ministry/Department

No.22011/6/2013-Estt(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

North Block, New Delhi  
Dated the 28<sup>th</sup> May, 2014

**OFFICE MEMORANDUM**

**Subject: - Eligibility of officers to be considered for promotion by DPC- Fixing of Crucial Date - Regarding.**


\*\*\*

The undersigned is directed to invite reference to the Department of Personnel and Training's Office Memorandum No. 22011/3/98-Estt(D) dated September 17, 1998 regarding subject mentioned above, which provides that the crucial date for determining eligibility for promotion in case of financial year-based vacancy year would fall on January 1, immediately preceding such vacancy year and in case of calendar year-based vacancy year also, the first day of the vacancy year i.e. 1<sup>st</sup> January itself would be the crucial date.

2. In case of financial year-based vacancy year, there is a clear gap of 3 months between the crucial date of eligibility and the date of commencement of vacancy year i.e. between January 1 and April 1. Due to this gap, for any such vacancy year, even if the Departmental Promotion Committee (DPC) meeting is held in time as per the Model Calendar, there is always a possibility of few officers not fulfilling the eligibility criteria as on the crucial date of eligibility, though they are fulfilling the same as on the date of commencement of the vacancy year.

3. The matter has been examined in consultation with Union Public Service Commission. It has been decided that the crucial date of eligibility shall be 1<sup>st</sup> April of the vacancy year in case of financial year based vacancy year i.e. where the Annual Performance Appraisal Reports (APARs) are written financial year-wise. In case of calendar year based vacancy year, i.e. where APARs are written calendar year-wise, the crucial date of eligibility shall remain as 1<sup>st</sup> January of the vacancy year. These instructions shall come into force in respect of vacancy year 2015-16 (financial year) commencing from April 1, 2015 and vacancy year 2015 (calendar year) commencing from January 1, 2015 and shall, accordingly, be applicable to all such subsequent vacancy years.

4. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.



(Mukta Goel)  
Director(E-I)

Tele. No. 23092479

**All Ministries/Departments of the Government of India.**

Copy to:-

1. The President's Secretariat, New Delhi.
2. The Vice-president's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat, New Delhi.
6. The Lok Sabha Secretariat, New Delhi.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Secretary, Union Public Service Commission, New Delhi
9. The Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment(D) Section, DoP&T (10 copies)
13. NIC for updation on the website.



(Mukta Goel)  
Director(E-I)  
Tele. No. 23092479