

IMMEDIATE

No. A-23022/3/2014(RE)/MFCGA/AAO/CSL/141

Ministry of Finance  
Department of Expenditure  
Controller General of Accounts

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Mahalekha Niyantak Bhawan  
E-Block, GPO Complex,  
INA, New Delhi - 110023  
Dated: 15<sup>th</sup> January, 2018

OFFICE MEMORANDUM

**Subject: Promotion of AAO (Civil) Re-Examination 2014 passed officials.**

To consider the promotion of Shri. Shiv Kumar and Shri. Rakesh Kumar (Civil) Re-Examination 2014 passed officials, Pr.CCA, M/o Home Affairs is requested to furnish the following information/documents:-

1. Service Book;
2. CR Dossier containing all ACRs/APARs upto the year 2016-17. In case there is any broken period for less than 3 months during the last 5 years, Gap slips for the said periods may be kept in CR Dossiers. While forwarding the CR Dossiers, it may be ensured that it contains all the ACRs/Gap Slips and none of the ACRs contain adverse remarks. In case any ACR contains adverse remarks, action as required under the relevant rules/instructions of the Govt. of India may be taken before sending the ACR to this office. **Further a certificate to the effect that the ACRs/APARs from the period 2008-09 onwards have been seen by the official concerned may also be attached with the relevant ACR/APAR.**
3. Particulars of the officials in prescribed proforma (copy enclosed). ( Pay and Accounts Offices where the candidates are presently posted may send a copy of the proforma complete in all respects directly to this office). The proforma should be signed by the Head of the Department.
4. Certificates of vigilance/departmental cases, penalty etc. in enclosed proforma.

2. While furnishing the information the following may be kept in view:

(a) In the case of candidates who were initially appointed in a service other than CCAS and later got transferred into CCAS the following details are required : (1) Name and Index Number, (2) Cadre in which initially appointed, (3) Date of induction into CCAS, (4) Letter No. and date vide which approval of this office for induction has been conveyed.

(b) In the case of DEOs, their respective grades i.e. Gr.A or Gr. B may be indicated. In the case of Gr. A, whether the individual was graduate or non-graduate at the time of initial appointment may be indicated. In the case of DEOs who were not graduates at the time of initial appointment as Gr. A, date of their passing the Degree examination may be indicated.

(c) Similarly in the case of Stenographers Grade III, it may be indicated whether the individual was graduate or non-graduate at the time of initial appointment. In the case of those who were not graduates at the time of initial appointment, date of their passing the Degree examination may be indicated.

(d) In the cases of those who are on deputation/foreign service, the name of the organization in which they are on deputation, the designation and pay scale of the deputation post and the date on which their present term expire may also be indicated clearly.

3. The provisions of this office O.M. No. A-32014/1/2002/MF.CGA(A)/Gr B/Vol.III/663 dated 30.10.2015 regarding the transfer policy in respect of Group B (Gazetted) Officers may also be brought to the notice of the successful candidates.

4 **Pr.CCA, M/o Home Affairs may ensure that the Information/ documents may be furnished to this office by 19.01.2018 positively.**



**(Chander Prakash)**  
**Sr. Accounts Officer**

**Pr.CCA, M/o Home Affairs, New Delhi.**

## Proforma for Current Vigilance status

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

1	Current Vigilance status of (Name of the Official)	Shri/Smt./Ms.
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.AO/AO  
(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.



**OPTION FORM FOR POSTING ON PROMOTION AS ASSISTANT ACCOUNTS OFFICER**

1. Full Name of the Official :
2. Category : SC/ST/Gen
3. Date of Birth :
4. Designation :
5. Department/Ministry :
6. Station of Posting :  
(with complete Address)
7. Contact No. (Mobile) :
8. Option of Station on promotion:  
(Mention any three stations, in order of preference, from the stations mentioned in the Vacancy Position uploaded on CGA's website)

Sl.No.	Option of Station on Promotion
1.	
2.	
3.	

9. Any other particular :

**UNDERTAKING**

I am willing to be posted to stations other than stations indicated by me above if the request cannot be acceded to due to administrative exigencies or non-fulfilment of any conditions mentioned in the transfer policy.

Station:  
Date :

(Signature of the employee)