

IMMEDIATE

No. A-23022/3/2017/MFCGA/AAO/CSL/06

**Ministry of Finance
Department of Expenditure
Controller General of Accounts**

**Mahalekha Niyantarak Bhawan
E-Block, GPO Complex,
INA, New Delhi – 110023
Dated: 16th April, 2018**

OFFICE MEMORANDUM

Subject: Promotion of AAO (Civil) Examination 2017 passed officials.

To consider the promotion of AAO(Civil) Examination 2017 passed officials, Pr.CCAs/CCAs/CAs are requested to furnish the following information/documents of successful candidates belonging to their respective Ministries/Department :-

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).
4. Certificates of vigilance/departmental cases, penalty etc. in enclosed proforma.

2. Promotion of the successful officials will be made in the order of their seniority. For this purpose a Combined Seniority List of all such officials will be prepared by this office. As the seniority list will be based on the particulars furnished by the Pr. Accounts Offices, it is necessary that utmost care is taken in filling up the proforma and the same should be **signed by the Heads of the Departments.**

3. 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.

4. 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.

5 **Pr.CCAs/CCAs/CAs may ensure that the Information/ documents may be furnished to this office by 01.05.2018 positively.**



(Chander Prakash)
Sr. Accounts Officer

Pr.CCAs/CCAs/CAs

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)	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.