

A. 60015/1/CS/2019/MF.CGA(A)/NG/ 488

Government of India
Ministry of Finance
Department of Expenditure
CONTROLLER GENERAL OF ACCOUNTS
Mahalekha Niyantrak Bhawan
GPO Complex, E-Block, INA
New Delhi - 110023

Dated: 25th September, 2018

OFFICE MEMORANDUM

Sub: Promotion of Multi Tasking Staff (Group 'C') as LDC on seniority basis under 5% Quota under Rule 5(2) Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010 –Reg.

Attention is invited to Rule 5(2) of Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010 wherein it is stated that where promotion is based on seniority-cum-fitness, each Ministry shall hold a Departmental Promotional Committee meeting each year to consider all eligible candidates with minimum qualifying service **not less than three years regular service as on 1st January of each year** in the feeder grade (MTS of CCAS cadre) and prepare a select list of the candidate found fit for promotion in order of their seniority and forward the same to the Controller General of Accounts. As per Col.12 (iii) of schedule annexed to the aforesaid recruitment rules, 5 % of the vacancies shall be filled on seniority-cum-fitness basis from Multi-Tasking Staff (Group 'C').

2. According to tentative vacancy position, a list of officials likely to be covered under zone of consideration for promotion as Lower Division Clerk has been circulated vide this office's OM No. A.60015/1/CS/2019/MF.CGA(A)/NG/484 dated 20.09.2018 for ready reference.

3. In order to prepare the panel for the vacancy year 2019, the Office of the Pr.CCAs/CCAs/CAs are required to hold DPC in respect of those Group 'C' Staff (Multi-Tasking Staff) **who have joined CCAS cadre as a regular service on or before 23.08.1988** in Level 1 of Pay Matrix as per 7th CPC, in accordance with instructions issued by DoP&T vide their O.M. No.2011/4/2013-Estt.(D) dated 08.05.2017 (including those who have been found 'unfit' in the Range as on 01.04.2018, those who could not be promoted for want of vacancy in their choice station and those who refused to accept promotion offered to them and undergoing debarment). The persons who have been offered promotion in the year 2018 but have not accepted the same are to be debarred in terms DoPT OM No. 22011/18/87-Esstt (D) dated 09-04-96 and then considered afresh for 2019. The information relating to those found fit by DPC may be furnished in Proforma enclosed (**Copy of DPC minutes shall be enclosed**). The information should be arranged in the order of seniority as appearing in the Gradation List.

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3. The MTSs whose name appearing in OM No A.60015/1/CS/2019/MF.CGA(A)/NG/484 dated 20.09.2018 may exercise their option(s) of station for posting on promotion, in the enclosed prescribed proforma for Option(s). An advance copy of option(s) exercised or representation, if any may also be sent through e-mail groupbsec-cga@gov.in. If option(s) exercised by the official concerned not received through e-mail or hard copy in this office on or before 29.10.2018, it will be presumed that he/she has not exercised option(s) and willing to be posted as LDC on promotion at any station where vacancy is available.

4. As per Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010 – 5 % of vacancies shall be filled up on seniority-cum fitness basis from Group 'C' Staff (MTS) of CCAS cadre through promotion. The existing vacancy position under 5% quota may also be furnished in Proforma with category-wise, station-wise break up of vacancies accrued up to 31.12.2018 may be given in the respective columns.

5. The information complete in all respect in proforma enclosed herewith, must reach this office by 29th October, 2018.

Encl: As above

TO,

1. Pr. CCAs/ CCAs/ CAs, All Ministries/ Departments (Civil)
2. Director (INGAF)/ Jt. CGA (Admn)/ Jt. CGA (PFMS)
3. Sr.AO (ITD), O/o CGA – for uploading on website of the CGA.


(Suresh Kumar Gupta)
Sr. Accounts Officer

Options Form For posting on Promotion as LDC on seniority basis

Name of the Official	
Date of Birth	
Date of Joining as MTS	
Contact No./Mobile No.	
e-mail address	
Present Ministry and Station	
Whether willing to be posted in other Ministry/Department on same Station. (Yes or No)	
Any Other particular to be specify	

Preference for posting

Order of options	State	Station
1.		
2.		
3.		
4.		
5.		

Undertaking

I hereby submit my willingness to be posted to stations other than my opted stations if my request cannot be acceded to due to non-availability of vacancy or administrative exigencies, if any.

Signature of the candidates.....

Dated.....

Counter Signature of PAO with Stamp

Select list of MTS eligible as on 01.01.2019 for promotion in the grade of LDC as approved by DPC and other relevant details in CCAS cadre.

Ministry/Department.....

1. Sanction strength of the post of LDC as on 01.01.2019

Sanctioned strength as per CCAS RR2010	
Creation/abolition of post after notification of RR	
Total sanctioned strength	

2. Bifurcation of sanctioned strength of LDC as per column 11 of CCAS RR 2010 (LDC-Group-C)

	Direct recruitment (85% of total sanctioned strength)	Through Limited Departmental Qualifying Examination (10% of total strength)	Through Promotion on seniority cum fitness basis (5% of total strength)	Total	Remarks
Sanctioned strength					
In position					
Vacancy					

3. Category-wise vacancy as on 01.01.2019:-

	SC	ST	Others	Total
Direct recruit (85%)				
Through LDQ Exam. (10%)				
Through Promotion on seniority basis (5%)				
Total				

4. Station-wise total vacancy

S. No.	Station	SC	ST	Others	Total
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
Total					

5. List of MTS approved by DPC for promotion in the grade of LDC.

Sl. No.	Name	Category	Date of birth	Date of Commencement of regular service in CCAS	Station of present posting	Station opted for promotion

*Copy of Minutes of DPC Meeting shall be enclosed.

6. Details of Employees in position against 5% quota filled up through Seniority cum fitness basis.

S. No.	Name	Category	DOB	Date of Joining as LDC	Station of present posting	Remarks

1. In respect of persons appointed in CCAS through Surplus Cell, the date of joining in CCAS will form the basis for determining seniority and also counting of regular service for the purpose of promotion.
2. In respect of persons brought in from other services, only cases that has specific approval of this office for induction shall be included. Seniority in such cases, shall be reckoned from the date in which he/she was allowed seniority in the grade in the Min./Deptt. or office from which he opted for this service.
3. In respect of mutual/unilateral transfer, instructions issued by this office shall apply.
4. The information should be devoid of any ambiguity and in case of any doubt regarding educational qualification, seniority, date of commencement of regular service etc., a separate reference must be mentioned.

Certified that the information shown in Proforma have been verified with reference to Service Book, Seniority List and Roster prescribed and maintained for the purpose and found to be in order.

Pay & Accounts Officer/Sr. Accounts Officer
Min./Deptt.....