

**Standard Operating Procedure**  
**for PAO, Pr. AO and CCA**

Step 1: Open Google Chrome / Firefox / Edge

Step 2: Type <https://cga.onlineregistrationform.org/CGA/index.jsp>

Below page will open

The screenshot shows the homepage of the Controller General of Accounts (CGA) online registration portal. At the top left is the CGA logo and the text "CONTROLLER GENERAL OF ACCOUNTS, MINISTRY OF FINANCE, GOVERNMENT OF INDIA". At the top right is the "Application Login" section with buttons for "New User" and "Account User Login". A yellow banner in the center reads "ONLINE APPLICATION PORTAL FOR RECRUITMENT TO THE POST OF ASSISTANT ACCOUNT OFFICER (CIVIL)". Below this is a table of "Important Dates":

Important Dates	
Date of Commencement of Online Application	18/04/2022 (10.00 Hrs.)
Last Date of Online Application Submission	29/04/2022 (23.59 Hrs.)
Admit Card can be downloaded from	Shall be declared
Date of Computer based test	Shall be declared

At the bottom, there are links for "Information & Instructions" and "Assistance".

Step 3: Click on the Account User Login

Below page will open

The screenshot shows the login page of the CGA online registration portal. At the top left is the CGA logo and the text "CONTROLLER GENERAL OF ACCOUNTS, MINISTRY OF FINANCE, GOVERNMENT OF INDIA". A blue banner in the center reads "ONLINE APPLICATION PORTAL FOR RECRUITMENT TO THE POST OF ASSISTANT ACCOUNT OFFICER (CIVIL)". Below this is a "Back" link. The login form consists of two input fields: "Reference number" and "Password". Below the password field is a "Forgot Reference Number Password" link. At the bottom is a blue "LOGIN" button.

## PAO and PRAO Level


Step 4: Type User ID and Password in the Reference Number and in Password field respectively.

This will display the Dashboard to Approvers based on application status in their bucket

Approver can view the status of the Applicant by clicking on the numbers against each options.

Step 5: Click on numbers (1,2,3...) against 'Total Pending Applications'

**This is Demo/Test Instance**

 **CONTROLLER GENERAL OF ACCOUNTS**  
MINISTRY OF FINANCE, GOVERNMENT OF INDIA

Applicant Status Management

Candidate Approval Status	Total Count
Total Pending Applicants	1
Total Approved Applicants	0
Total Returned Applicants	0
Total Re-Submitted Applicants	0

[Click here To Refresh](#)

All applications pending for approval will be displayed.

Status \*  
Pending

[Search](#) [Dashboard](#)

Total 1 Record(s) Found

Page: 1 of 1 Show: 10

Candidate Reference no.	Candidate Name	Candidate Mobile No.	Candidate Email ID	Category	Name of the PAO Ministry	Ministry/Department with PAO Code	Candidate Status	Action
CGAREF000013	Dipayan Bhattacharjee	8700087655	reshmi@gmail.com	Others	Commerce & Textiles	Commerce & Textiles - 006593	Pending	Edit

## Step 6: Click on Edit

- A) Complete Application of the Candidate will be displayed.
- B) Go through the Application

Step 7: After verifying all the details of the Applicant, Click in the Select 'Status' at the bottom the page.

Drop down list will have 2 (two) options:

- A) Approved
- B) Returned



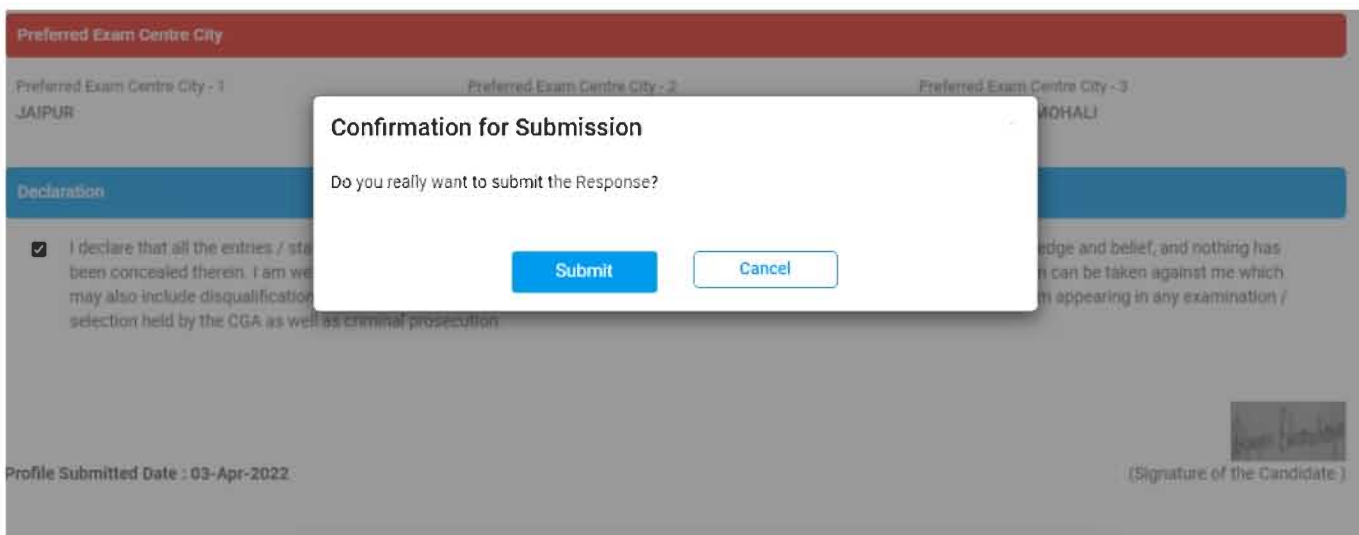
Verification Status ▼

SELECT STATUS ▼

- SELECT STATUS
- APPROVED
- RETURNED

Step 8: Select 'Approved' and click on the 'Submit' button for approving the application.

It will ask for confirmation. Click on the 'Submit' button for final submission of the application for next level approval.



Preferred Exam Centre City

Preferred Exam Centre City - 1  
JAIPUR

Preferred Exam Centre City - 2

Preferred Exam Centre City - 3  
ROHALI

Declaration

I declare that all the entries / statements have been disclosed therein. I am well aware that the same may also include disqualification / debarment / suspension / selection held by the CGA as well as criminal prosecution.

Do you really want to submit the Response?

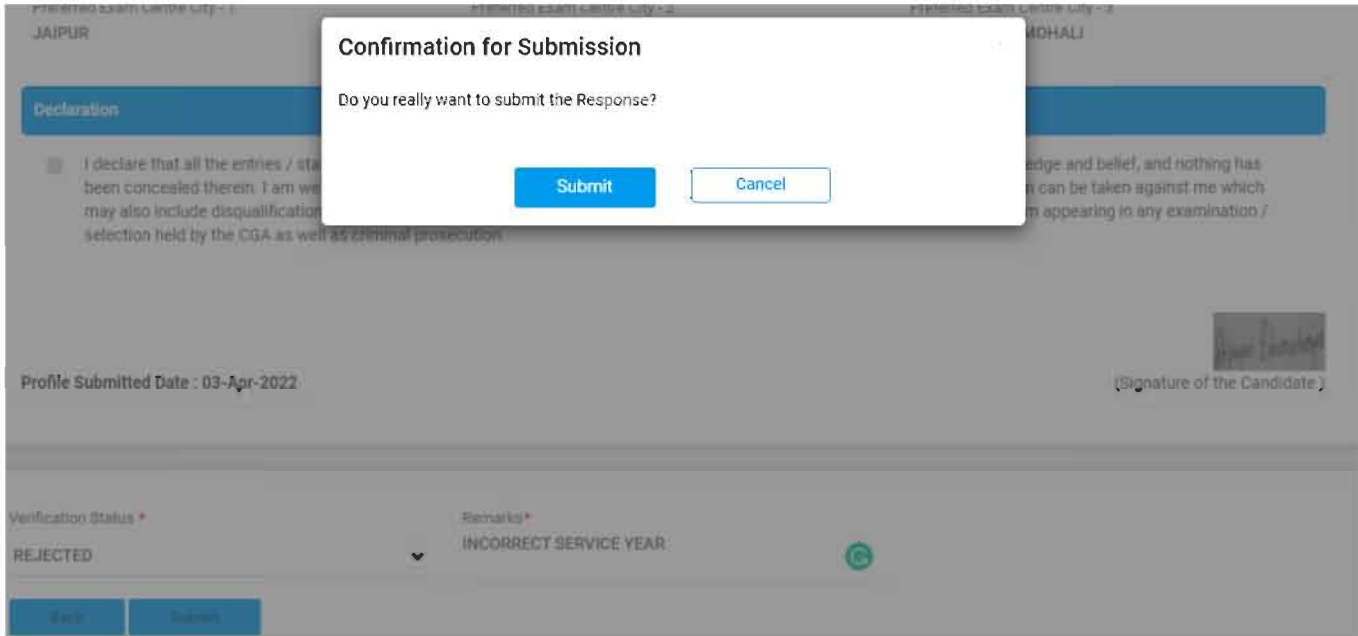
Submit Cancel

Profile Submitted Date : 03-Apr-2022

(Signature of the Candidate)

Select 'Returned' for returning the application. Reason for returning the application should be given in the 'Remark' field and then click on the 'Submit' button.

It will ask for confirmation. Click on the 'Submit' button for returning of the application.



## CCA and Above Level

Step 4: Type User ID and Password in the Reference Number and in Password field respectively.

This will display the Dashboard to Approvers based on application status in their bucket



Status <sup>+</sup>  
 Pending ▼

Search
Dashboard
Approve Selected
Return Selected

To: 
 Select Status  
 Pending  
 Approved  
 Returned  
 Re-submitted

Page: 1 of 1      Show: 10 ▼

Select All	Candidate Reference no.	Candidate Name	Candidate Mobile No.	Candidate Email ID	Category	Name of the PAO Ministry	Ministry/Department with PAO Code	Candidate Status	Action
<input type="checkbox"/>	CGAREF000013	Dipayan Bhattacharjee	8700087655	reshmi@gmail.com	Others	Commerce & Textiles	Commerce & Textiles - 006593	Pending	Edit

Approver can search application status by selecting below mentioned options:

- Pending
- Approved
- Returned
- Re-submitted

Step 5: Approver needs to click on the 'Pending' option and click on the 'Search Button'.

All the applications pending for approval will be displayed.

### Steps For Approving All Application

Step 1: Approver can click on the 'Select All' Check Box and click on the 'Approve Selected' button to Approve multiple applications in one go.

### Steps For Approving/Returning Of Individual Application

Step 1: Approver can Approve/Return individual application by clicking on 'Edit Button'



Status \*  
Pending ▼

Select All

Pending

Approved

Returned

Re-submitted

Search Dashboard

Approve Selected Return Selected

Page: 1 of 1 Show: 10 ▼

Select All	Candidate Reference no.	Candidate Name	Candidate Mobile No.	Candidate Email ID	Category	Name of the PAO Ministry	Ministry/Department with PAO Code	Candidate Status	Action
<input type="checkbox"/>	CGAREF000013	Dipayan Bhattac harjee	8700087655	reshmi@gmail.co m	Others	Commerce & Textiles	Commerce & Textiles - 006593	Pending	Edit

After verifying all the details of the individual applicant, click the 'Status' option at the bottom the page.

Drop down list will have 2 (two) options:

A) Approved

B) Returned

Verification Status \*

SELECT STATUS

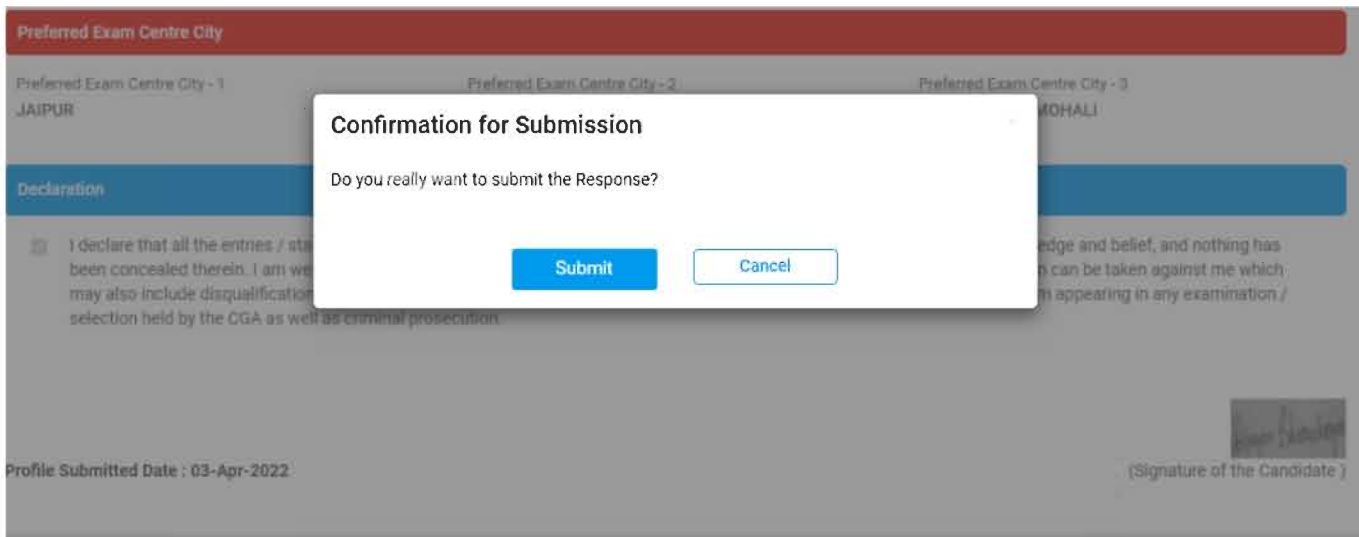
SELECT STATUS

APPROVED

RETURNED

Step 2: Select 'Approved' and click on the 'Submit' button for approving the application.

It will ask for confirmation. Click on the 'Submit' button for final submission of the application for next level approval.



The screenshot shows a web application interface with a modal dialog box titled "Confirmation for Submission". The dialog box contains the text "Do you really want to submit the Response?" and two buttons: "Submit" and "Cancel". The background shows a form with fields for "Preferred Exam Centre City" (JAIPUR, MOHALI), a "Declaration" section, and a "Profile Submitted Date : 03-Apr-2022".

Select 'Returned' for returning the application. Reason for returning the application should be given in the 'Remark' field and then click on the 'Submit' button.

It will ask for confirmation. Click on the 'Submit' button for returning of the application.

Preferred Exam Centre City - 1  
JAIPUR

Preferred Exam Centre City - 2

Preferred Exam Centre City - 3  
MOHALI

**Confirmation for Submission**


Do you really want to submit the Response?

**Declaration**

I declare that all the entries / statements made in this application have been true and correct to the best of my knowledge and belief, and nothing has been concealed therein. I am aware that any false information may also include disqualification for selection held by the CGA as well as criminal prosecution.

I declare that all the entries / statements made in this application have been true and correct to the best of my knowledge and belief, and nothing has been concealed therein. I am aware that any false information may also include disqualification for selection held by the CGA as well as criminal prosecution.

Profile Submitted Date : 03-Apr-2022

  
(Signature of the Candidate)

Verification Status <sup>+</sup>

REJECTED

Remarks <sup>+</sup>

INCORRECT SERVICE YEAR

