

No. A.11019/46/14/MF.CGA/NG/Pro-Acctts/ 30 ]

**Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
7<sup>th</sup> Floor, Lok Nayak Bhavan, Khan Market  
New Delhi**

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

**OFFICE MEMORANDUM**

**Sub: Promotion of Accountants in the pay scale of Rs. 5,200 – 20,200, Grade Pay Rs. 2,800 under PB-I to the grade of Sr. Accountant in the pay scale Rs. 9,300 – 34,800, Grade Pay Rs. 4,200 under PB-II.**

Reference is invited to this office O.M. No. A-11019/46/7-2000/MF.CGA(A)/NGE/Pro-Acctt/1405 dated 18-08-2000 on the subject cited above.

To enable this office to determine the range of seniority for further promotion of Accountants in the pay scale of Rs. 5,200 – 20,200, Grade Pay Rs. 2,800 under PB-I as Senior Accountant (Now Non-Gazetted Group 'B' w.e.f. 09/04/2009 vide this office OM No. A-11020/2/2012/MF.CGA/RR/35 dt. 18/04/2013) in the pay scale of Rs. 9,300 – 34,800, Grade Pay Rs. 4,200 under PB-II for filling up of the vacancies arising in the vacancy year from 1<sup>st</sup> April, 2015 to 31<sup>st</sup> March, 2016, all the Departmentalized Accounts Offices are requested to hold the DPCs to consider the fitness of the Accountants who fulfill eligibility conditions as on 01-04-2015 as per Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010 for promotion as Senior Accountant and in accordance with instructions issued by DoP&T vide their O.M. No.22011/6/2013-Estt.(D) dated 28.05.2014 (copy enclosed). The select list of the Accountants approved by the DPC may be sent to this office by **31<sup>st</sup> January, 2015** in the Proforma enclosed herewith.

While forwarding the select list, the following may be ensured:-

1. The Controller of Accounts/Dy. Controller of Accounts duly signs the information/select list.
2. All Accountants in the Ministry/Department who fulfill eligibility conditions for promotion as on 01-04-2015 are considered by the DPC.
3. The select list should be prepared strictly as per the seniority of Accountants in the Departmentalized Accounts Office.
4. As per Note under column 12 of the Schedule to Central Civil Accounts Service (Accountant and Senior Accountant Group 'C' posts) Recruitment Rules, 2010, relating to the post of Senior Accountant, where the juniors who have completed the qualifying/eligibility service and are being considered for promotion, their seniors would also be considered provided they are not

short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation.


5. In case of direct recruited Accountants through SSC, the seniority is fixed as per the rank allotted by the Commission with reference to the examination of the same year, irrespective of their joining the service in the grade. In the cases where the direct recruited Accountant with lower rank allotted by SSC, who join the service before 1<sup>st</sup> April, on completion of three years service on the cut off date of 1<sup>st</sup> April, his/her name is included in the select list before his/her seniors who join the service after 1<sup>st</sup> April i.e. later than his/her junior. The names of such seniors may be included in the select list if their juniors are being considered for promotion provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years whichever is less and have successfully completed their probation.

6. In the case of unilateral/mutual inter-Ministry/Department transfers of Accountants on or after 28-10-1999 with the Central Civil Accounts Service, in terms of this office OM No. A.11020/1/99-2000/MF.CGA(A)/829 dated 28-10-1999, the past service rendered in the previous Ministry/Department within Central Civil Accounts Service will count for promotion to the post of Sr. Accountant.

7. The names of Accountants who have earlier been covered under the zone of seniority, but their promotion is held up may be furnished indicating the status of such cases.

8. The reasons for variation in the sanctioned strength of Sr. Accountants/Accountants, if any, during the period 01-04-2014 to 31-03-2015 may be furnished.

9. The select list is to reach this office by **31<sup>st</sup> January, 2015** positively.

  
(Ved Prakash)  
Sr. Accounts Officer

To  
All Pr. CCAs/CCAs/CAs/Dy.CAs  
All Ministries/Departments,  
New Delhi.

copy to:-  
ITD with the request- that same may be posted  
on O/o CGA website.

**PROFORMA**

Select List of Accountants eligible as on 01-04-2015 for promotion in the grade of **Senior Accountant** as approved by the DPC in the **Departmentalized Accounts Office of the Ministry/Department of.....**

1. **Sanctioned** strength of Sr. Accountants/  
Accountants as on 01-04-2015.

2. **Senior Accountants** in the pay scale of Rs. 9,300 – 34,800, Grade Pay Rs. 4,200/- under PB-II in position as on 01-04-2015.

**SC                      ST                      Others                      Total**

3. **List** of Accountants approved by DPC for promotion to the grade of Sr. Accountants:

<b>Sr. No.</b>	<b>Name</b>	<b>Date of birth</b>	<b>Date of appointment in the grade of Accountant</b>	<b>Whether SC/ST</b>	<b>Remarks</b>

4. **Details** of Accountants retiring during the period 01-04-2015 to 31-03-2016.

<b>Sr. No.</b>	<b>Name</b>	<b>Whether SC/ST</b>	<b>Date of retirement</b>

5. **Whether** any Accountant has been found “Not yet fit” by the DPC? If so details thereof.

CCA/CA/Dy. CA

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.**


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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)  
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