

Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Lok Nayak Bhavan, Khan Market,  
New Delhi.

Dated: 26th August, 2013

3<sup>rd</sup> Sept.

Office Memorandum

**Sub: Promotion of Group C Staff (Multi Tasking Staff) as LDC on seniority basis – 5% quota –Reg.**

Attention is invited to Rule 5 (2) of Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010, as per the aforesaid provisions 5 % of the vacancies shall be filled on seniority-cum-fitness basis from Group C staff (Multi Tasking Staff) who have three years regular service in post with the Grade Pay of Rs. 1800.

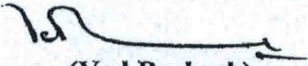
2. In order to prepare the panel for the year 2014-2015, CCA/CAs are to hold DPC in respect of those Group 'C' Staff (Multi Tasking Staff) with Grade Pay of Rs. 1800 who have three years regular service as on 1.1.2014 (including those who have been found 'unfit' in the Range as on 1.1.2013, those who 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 2013-14 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 2014-2015. The information relating to those found fit by DPC may be furnished in Proforma-I enclosed. The information should be arranged in the order of seniority as appearing in the Gradation List.

3. As per Central Civil Accounts Service (Lower Division Clerk Group 'C' Post) Recruitment Rules, 2010 – 5 % of vacancies are to be filed up through promotion on the basis of seniority. The vacancy position under 5 % quota may be furnished in Proforma-II. Break up of vacancies that have accrued upto 31.03.2014, and likely to accrue during April, 2014 – March, 2015 may be given in the respective columns.

4. Vacancies in the grade of LDC (station wise) may be furnished in Proforma-III (excluding those kept in operational abeyance).

5. The information complete in all respects in Proforma-I, II and III must reach this office by 15<sup>th</sup> January, 2014.

Encl: As above

  
(Ved Prakash)  
Accounts Officer

1. Pr. CCA/CCA/CA/Dy.CAs,  
All Min./Departments, New Delhi.
2. ITD with the request that same may be posted on O/o CGA website.

**Proforma-II**

Details regarding number of vacancies to be filled in the grade of LDC by promotion from Group C Staff (Multi tasking staff) – with grade pay of Rs. 1800 on seniority basis under 5 % quota of vacancies.

Number.....

**Proforma-III**

Details showing vacancies in the grade of LDC (excluding those kept in operational abeyance).

Station	General	SC	ST	OBC	Total

Certified that the information shown in Proforma-I, II and III 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.....

Proforma-I

Ministry/Department.....

Details of Group C Staff – with grade pay of Rs. 1800 found 'Fit' by DPC held on .....

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

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 made.

Pay and Accounts Officer/Sr. Accounts Officer  
Ministry/Deptt.....