

Ministry of Finance
Department of Expenditure
Controller General of Accounts

7th Floor, Lok Nayak Bhawan,
New Delhi.

Dated : 05.03.2014

OFFICE MEMORANDUM

Subject: Promotion of AAO (Civil) Examination 2013 passed officials.

To consider the promotion of AAO(Civil) Examination 2013 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 2012-13. 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);
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

For web-site

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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/224 dated 14-5-08 regarding the transfer policy in respect of JAOs/AAOs/AOs may also be brought to the notice of the successful candidates.

5. **The AAO(Civil) passed officials may not be sent to deputations/foreign service etc. in ex-cadre posts as per existing instructions, in any case.**

6. **The information/documents may be furnished to this office by 20.03.2014 positively.**


(Mohan Chand)
Sr. Accounts Officer

Pr.CCAs/CCAs/CAs

3/2/14

Proforma for Particulars of Officials

Sl. No.	Name	SC/ST	Whether PH	Date of Birth	Date of Entry in Govt. Service as LDC/ UDC/ Acctt./DEO/Steno	Date of Appointment as Acctt./ Auditor/ Steno/ DEO which reckons for seniority	Present Place of Posting	Remarks, if any

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5/2/17

PROFORMA

Current Vigilance Status in respect of Shri/ Smt

Designation of Officer

1	Cases where charge-sheet** has been issued and disciplinary proceedings are on	
2	Cases where prosecution for criminal charge is pending in a Court of Law	
3	Whether under suspension: If Yes Date from which suspended/ suspension extended and copy of the suspension order/order for review of suspension	
4	Vigilance Cases Contemplated	
5	Major Penalty/ Minor Penalty imposed in the last ten (10) years if any, and currency of such penalty	
6	Remarks, if any	

** Copy of the Chargesheet issued to be enclosed.

Sr. Accounts Officer
Office Seal

Dated :

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