

No. A-32016/2/2010/MFCGA/Acting AAO/443

**Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts**

7<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

Dated: 21<sup>ST</sup> September, 2012

**OFFICE MEMORANDUM**

**Sub.: Appointment as 'Acting AAOs' as an interim measure to fill up the vacancies in the grade of AAO in Pay & Accounts Offices.**

Reference is invited to this office memorandum No. A-32016/4/2000/MFCGA(A)/JAO/322 dated 5-07-06 regarding appointment of 'Acting JAOs'. The instructions contained therein have been reviewed and in supersession of the abovementioned OM, following guidelines for appointment as 'Acting AAOs' are prescribed:

2. The appointment as 'Acting AAOs' may be made from amongst suitable/eligible cadre persons within the Ministry/Department for a period not exceeding 12 months or joining of regular incumbent provided by this office, whichever is earlier. The appointment may be made only in cases where it is administratively expedient and essential without affecting the smooth functioning in the lower grades.
3. The appointment as 'Acting AAO' will be made against regular vacancies and leave vacancies exceeding 45 days for which regular incumbent is not provided by this office.
4. The order of priority for consideration for appointment as 'Acting AAO' will as under :
  - (a) AAO(C) examination passed official awaiting promotion as AAO (a person who has refused his regular promotion and has been debarred cannot be considered for appointment as 'Acting AAO')
  - (b) Sr. Accountant/Accountant/Stenographer/LDC/DEO who has cleared at least 4 papers of AAO(C) examination;
  - (c) Senior Accountant with 10 years of regular service in the grade.
5. The appointment as 'Acting AAO' may be done through DPC by Non-selection method i.e. on the basis of seniority-cum-fitness basis. The DPC shall comprise of Jt. CGA (Group 'B') as Chairman, Dr. D.N. Pathak, CCA as Member and CCA/CA of the concerned ministry as Member. The case shall be sent by way of circulation of single file from Ministry/Department concerned to Dr. D.N. Pathak, CCA and then to the Jt. CGA (Group 'B').

*S. D. Pathak*

6. The appointment as 'Acting AAO' shall not bestow any claim for regular appointment as AAO and the services so rendered shall not count for the purpose of seniority in that grade. Further they will be reverted without prior notice as soon as regular incumbent is provided by this office.

7. The officials left with less than 6 months of service may not be considered for appointment as 'Acting AAO' in any case.

8. The copy of orders issued (commencement & termination), in this regard may invariably be marked to this office.



(K.D. Saini)  
Accounts Officer (Gr. 'B')

To

All Pr. CCAs/CCAs/CAs