

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

Dated: 3rd November, 2014

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 2015-2016, 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 1.4.2015 in accordance with instruction issued by DoP&T vide their O.M. No.2011/6/2013-Estt.(D) dated 28.05.2014 (copy enclosed) (including those who have been found 'unfit' in the Range as on 1.4.2014, 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 2014-15 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 2015-2016.* 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 31.03.2015, and likely to accrue during April, 2015 – March, 2016 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 31st January, 2015.

Encl: As above



(Ved Prakash)
Sr. 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-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.....

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.....

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 28th May, 2014

OFFICE MEMORANDUM

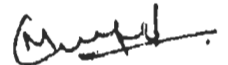
Subject: - Eligibility of officers to be considered for promotion by DPC- Fixing of Crucial Date - Regarding.

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. 1st 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 1st 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 1st 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.

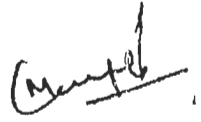


(Mukta Goel)
Director(E-I)
Tele. No. 23092479

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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