

No. A.11020/1/2014/MF.CGA(A)/112
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
Mahalekha Niyantak Bhawan
GPO Complex, E-Block, INA
NEW DELHI-110023.

Dated, the 14th August, 2019

OFFICE MEMORANDUM

Subject: - Absorption of deputationists as Accountant in Central Civil Accounts Service (CCAS) – regarding.

It has been decided to relax the ban imposed on permanent absorption of deputationists as Accountant (CCAS) in force vide CGA's O.M. No. A-110201/1/-2014/MF.CGA(A)/245 dated 23.07.2015, *as one-time measure in respect of number of deputationists not more than 10% of vacancies reported to this office for Combined Graduate Level Examination (CGLE) – 2017 or minimum one deputationist* and subject to the following conditions and procedure of forwarding of eligible cases:-

(A) Opening of window as one-time measure

The window of giving an option for permanent absorption is opened temporarily as one-time relaxation for the deputationists appointed on deputation as Accountant on the basis of existing recruitment rules of the post, except for those who have filed court case for permanent absorption and the matter is already sub-judice and subject to ceiling of number of deputationists not more than 10% of vacancies reported for CGLE-2017 or minimum one deputationist as mentioned above.

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(B) Constitution of the Screening Committee

Each Pr.CCAs/CCAs/CAs shall constitute a Screening Committee in their respective offices for the purpose of consideration and recommendation of all such eligible deputationists for permanent absorption as Accountant in CCAS;

The Screening Committee constituted for the purpose must submit a certificate with proper justification that *"the case(s) recommended for permanent absorption falls under exceptional category, in public interest and exceptional circumstances"*.

(C) Eligibility criteria/conditions

- (i) A deputationist willing for permanent absorption as Accountant in CCAS shall fulfill the eligibility criteria/conditions laid down in the existing recruitment rules of the post of Accountant and guidelines issued by this office vide O.M. No. A.11020/1/2007/RR/1 dated 01.04.2008;
- (ii) The deputationists who have completed two years' requisite service on deputation as on 31.07.2019 shall only be eligible to be considered for permanent absorption as Accountant; and
- (iii) A fresh unconditional willingness from the eligible deputationist willing for permanent absorption as Accountant in CCAS.

(D) Requirements for submission of proposal for seeking prior concurrence of the CGA

- (i) ***Each Ministry/Department shall submit a consolidated proposal in respect of deputationists not more than 10% of vacancies reported to this office for Combined Graduate Level Examination (CGLE) – 2017 or minimum one deputationist*** and adhering to the existing guidelines issued under this office's O.M. No. A.11020/1/2007/RR/1 dated 01.04.2008 **(copy enclosed)** alongwith following requisite information/ documents:-

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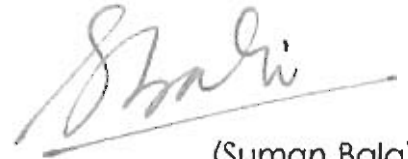
- (a) duly filled in check-list in respect of total deputationists **(proforma enclosed at Annexure-I)**;
 - (b) duly filled in Curriculum Vitae in respect of each deputationist willing for permanent absorption **(proforma enclosed at Annexure-II)**;
 - (c) copy of recommendations of the Screening Committee constituted in terms of para (B) above;
 - (d) fresh "No Objection Certificate" of parent cadre ministry/ department of the deputationist willing for permanent absorption;
 - (e) Unconditional willingness of the deputationists as required at para (C)(iii) above;
 - (f) a certificate from an officer not below the rank of CA/Dy.CA/ACA that the reservation policies have been followed/complied with in respect of reserved categories i.e. SC, ST, OBC, PwD etc. as per existing DoPT rules on the subject.
- (ii) No request for relaxation in eligibility criteria/conditions shall be forwarded to this office. Further, the incomplete proposals will not be entertained for consideration.**
- (iii) The last date for submission of a consolidated proposal from Ministry/Department is 31.10.2019. Any proposal received in this office beyond the stipulated date will not be entertained in any case.**

2. It is reiterated that the scheme of the rules warrants that primary source of recruitment, namely, SSC should be given its due importance. Deputation/ Extension of deputation should be resorted only when it is not possible to get candidates from SSC. Deputation/Extension of deputation should therefore be on year-to-year basis and in meantime the efforts should be continued to get candidates from SSC.

3. Further, the Pr.CCAs/CCAs/CAs are requested to clearly mention in the appointment letter issued by them to the fresh deputationist that the option of permanent absorption as Accountant in CCAS, is not available to the said official appointed on deputation basis.

This issues with approval of the Controller General of Accounts.

Encls: as above.



(Suman Bala)

Jt. Controller General of Accounts (Gr.'B')

To

Pr.CCAs/CCAs/CAs

Copy to:-

1. Sr.AO (ITD), O/o CGA – for uploading on website.
2. Guard file.

CHECK LIST

<p>A. Total list of Deputationists indicating</p> <ol style="list-style-type: none"> i. Name ii. Date of Birth iii. Category (SC/ST/OBC/General) iv. Parent Cadre, Entry Grade (including pay scale) v. Grade (including pay scale) which he/she was holding at the time of deputation vi. Subsequent financial upgradation / promotion (including pay scale), if any vii. Date of joining on deputation viii. PAO in which he/she is deployed alongwith section 	
<p>B. Out of "A" above, person recommended for absorption with reason for absorption in each case subject to ceiling of number of deputationists not more than 10% of vacancies reported for CGLE-2017 or minimum one</p>	
<p>C. NOC from parent cadre (photocopy to be attached)</p>	
<p>D. Unconditional option from individual</p>	
<p>E. Sanctioned Strength</p>	
<p>F. Vacancy position (D/R quota) indicating category-wise position</p>	
<p>G. Details of requisition placed with SSC (photocopy to be attached) - not relevant in the case of newly created post (copies of creation of post to be attached)</p>	
<p>H. Details of clearance from Screening Committee (photocopies of minutes to be attached)</p>	
<p>I. Copies of extension for 4th year and onward by the Competent Authority</p>	

Sr. Accounts Officer

CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)																
2.	Date of Birth (in Christian era)																
3.	Date of retirement under Central / State Government Rules																
4.	Educational Qualifications																
5.	<p>Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</p> <p>Qualifications / Experience required</p> <p>Essential (1) Bachelor's degree from a recognized University</p> <p>Desired (1) NIL</p>																
6.	Please State clearly whether in the light of entries made by you above, you meet the requirement of the post																
7.	<p>Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient</p> <table border="1"> <thead> <tr> <th>Office / Institution</th> <th>Post held</th> <th>From</th> <th>To</th> <th>Scale of Pay and Basic Pay</th> <th>Nature of duties (in detail)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Office / Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)						
Office / Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)												
8.																	
9.	<p>In case the present employment is held on deputation basis, please state-</p> <p>a) The date of initial appointment</p> <p>b) Period of appointment on deputation</p> <p>c) Name of the parent office/organization to which you belong</p>																
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Govt.</p> <p>c) Autonomous Organisation</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>																

11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
15.	Please state whether you are applying for deputation (ISTC)/Absorption/ Re-employment basis. (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
16.	Whether belongs to SC/ST	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Dated, the

Countersigned

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No. A.11020/1/2007/RR/ 1
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
Lok Nayak Bhawan
New Delhi

Dated : 1-4-2008

Office Memorandum

Subject : Permanent absorption of deputationists in Accountant grade

Reference is invited to gazette notification no. GSR 34(B), dated 16th January, 2008, through which an enabling provision has been made in the Central Civil Accounts Service (Group C) Recruitment Rules, 2000, for permanent absorption of deputationists in Accountants' grade. Pursuant to this notification, some cases of permanent absorption have been received in this office for concurrence. On scrutiny, it has been found that requirements of rules have not been properly considered in some of these cases.

2. The following are to be kept in view while referring cases of absorption to this office :

- (a) Permanent absorption should be resorted to only if candidates from Staff Selection Commission (SSC) are not forthcoming.
- (b) "Exceptionally good performance" must be judged with reference to a candidate's CR dossier and other relevant material.
- (c) It should also be ensured that the candidate being considered is of certified integrity and no disciplinary or criminal case is pending against him. Ministries/Departments may constitute committees for assessing candidate's performance seeking permanent absorption.
- (d) In order to satisfy requirement of "public interest", adequate justification has to be given as to why it is necessary to absorb a deputationist instead of waiting for a qualified candidate to be sponsored by

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SSC or for resorting to alternative mode, namely, deputation.

3. All other requirements like screening-committee clearance of vacancies as provided in Department of Personnel & Training, O.M. No. 2/8/2001-PIC, dated 16-5-2001, and reservations for SCs, STs, etc. are also to be complied with.

4. It is further mentioned that scheme of the rules warrants that primary source of recruitment, namely, SSC should be given its due importance. Deputation/Extension of deputation should be resorted only when it is not possible to get candidates from SSC. Deputation/extension of deputation should therefore be on year-to-year basis, and in the meantime efforts should be continued to get candidates from SSC. Permanent absorption is to be invoked only as a last resort provided the requirements, as indicated above, are satisfied.

5. The above mentioned considerations may please be kept in view while considering cases of permanent absorption.

H. Jain

(Hemant Jain)

Dy Controller General of Accounts

All CCAs/CAs