

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(GENERAL & SOCIAL SECTOR AUDIT)  
MADHYA PRADESH, GWALIOR**

**MANUAL  
OF  
ADMINISTRATION**

**VOLUME-II**

**(IInd Edition)**

## PREFACE

1. This is the second edition of the Manual of Administration issued by this office after Re-Organization of the state of M.P into two separate states of Madhya Pradesh and Chhattisgarh in 2001, Restructuring of office in March, 2012 and 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup> CPC. First edition was issued in 1993. This Manual is compiled under the provisions of Paragraph 38 of the Auditor General's Manual of Standing Orders and incorporates all changes necessitated by amendments and orders etc. issued from time to time. The Manual is intended for the guidance of the staff of this office in their day to day work.
2. This instructions contained in the Manual are supplementary to the General rules and orders contained in the authorised codes, regulations etc. and should not be regarded as superseding or replacing them. This Manual should not be quoted or referred to as an authority in any correspondence outside this office.
3. All the members of staff of this office are expected to be conversant with the procedure and instruction herein laid down and ignorance cannot and will not be accepted as an excuse for not observing them.
4. The correction slips issued from time to time should be promptly pasted in the copies of the Manual by the staff concerned so that they may be up-to-date and serve the purpose for which the Manual is intended.
5. Office Establishment Section XI is responsible for keeping this Manual up-to-date by periodical issue of correction slips. Any omissions or inaccuracies noticed in this Manual should be promptly brought to its notice for necessary action.
6. No departure from the procedure described in this Manual will be permitted except under the orders of the Principal Accountant General.

Suggestions for improvement are always welcome.

25.04.2017  
Gwalior

Parag Prakash  
Principal Accountant General

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## CHAPTER-VII

### Appointment and Promotion

#### 7.1.1 (i) (a) **Recruitment for the post of Multi Tasking Staff (MTS): -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India and in supersession of the Indian Audit and Accounts Department (Group 'D' posts) Recruitment Rules, 1988 and Indian Audit and Accounts Department (Record Keeper) following rules, 1985, except as respect things done or omitted to be done before such supersession, hereby makes the following rules to regulate the method of recruitment in the field offices of the Indian Audit and Accounts Department to the posts of Multi Tasking Staff, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department Multi Tasking Staff Recruitment Rules, 2011.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the Schedule.

**4. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient to do so, he may, by order, and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Whether benefit of added years of service is admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Multi Tasking Staff (Non-Technical)</b>	5717* (2011)  *Subject to the variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 (Rs.5200 -20200) + Grade Pay Rs.1800	Not applicable	Not applicable	Between 18 to 25 years of age. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any	
(8)			(9)		(10)	
Matriculation or equivalent pass from a recognized School/Board			Not applicable		Two years	

<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made
(11)	(12)
By direct recruitment	Not applicable
If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(13)	(14)
<b>Department Promotion Committee (for confirmation) consisting of:</b> 1. Senior Deputy Accountant General / Deputy Accountant General or an officer of equivalent rank in-charge of administration group	Not applicable

{Authority: - **G.S.R. 230** Min of Fin., Deptt. of Exp. New Delhi, the 9<sup>th</sup> August, 2011 vide The Gazette of India August 13, 2011/SRAVANA 22, 1933 [Part II-Sec. 3(i)] vide CAG's e-mail no.334 ISW/24-2014 dated 13<sup>th</sup> March 2015}

#### 7.1.1(i)(b) **Binding and effect of minimum qualification: -**

1. Newly recruited non matriculate MTS have to acquire the minimum education qualification of Matriculation within two years of their appointment.
2. Pending acquisition of the minimum education qualification by the newly recruited non matriculate MTS, they are not eligible for any Grade Pay in the Pay Band Rs.4440-7440.

(Authority: - CAG's Circular No. 37 Staff/2012 No. 820 Staff (App-II)72-2012/Vol. II dated 20<sup>th</sup> September 2012)

#### 7.1.1(i)(c) **Some clarifications for regulation of services in respect of newly recruited 'Multi Tasking Staff': -**

- (i) They may be allowed the Pay as per PB-1 with Grade Pay of Rs.1800 from the date of publication of result.
- (ii) Newly recruited MTS who passed Matriculation Examination between the intervening period of interview and appointment may be allowed PB-1 with GP of Rs.1800/- from the date of appointment subject to the condition that they have passed the matriculation or equivalent examination from a recognized Board.

(iii) All non-matriculate MTS would be eligible for benefit of increment only after they qualify the matriculation examination and are placed in the regular PB-1 with GP Rs.1800/- Further, they would not be entitled to any regular leave till their placement in PB-1 with GP Rs.1800/- excepting as covered under Rule 33(3) of the CCS(Leave) Rules, 1972 i.e. :-

- (a) Leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in a year.
- (b) Extraordinary leave under Rule 32.

(iv) The multi skilling training is not mandatory for newly recruited MTS possessing the matriculation educational qualification moreover non-matriculation examination within two years. Failure to do so shall entail termination of their services.

(v) New Pension Scheme (NPS) will be effective in r/o non-matriculate Trainee MTS from the date of their passing matriculate examination and subsequent placement in PB-1 with GP Rs.1800/-.

(Authority: - CAG's Circular No.8-Staff (App-I) 25-2010/KW dated 10<sup>th</sup> January 2012)

**7.1.1(i)(d) Re-designation of the merged grade (Group 'D') as 'Multi Tasking Staff': -**

As per norms of 6<sup>th</sup> CPC, the erstwhile Group 'D' posts viz. Safaiwala, water Man, Chowkidar, Mali, Farash, Peon, Senior Peon, Daftri, Junior Gestener Operator, etc. have been upgraded and merged in Pay Band-1 (Rs.5200-20200) with Grade Pay of Rs.1800. The post of Record Keeper (Group 'C' post), which was a promotional post of Group 'D', has also been merged in the same Grade Pay of Rs. 1800. These posts have been classified as Group 'C' Non Gazetted.

Keeping in view the recommendation of the 6<sup>th</sup> CPC and the guidelines issued by the Department of personnel and Training in the matter, the merged grade is re-designated as 'Multi Tasking Staff'.

**Duties prescribed for the Multi Tasking Staff: -**

1. General cleanliness & upkeep of the Section /Unit.
2. Sanitation work of building/office.
3. Cleaning of rooms.
4. Cleaning of building, fixtures etc.
5. Watch & ward duties
6. Opening & closing of rooms.
7. Upkeeping of parks, lawns, potted plants etc.
8. Dusting of furniture etc.
9. Carrying of files & other papers within the building/ office.
10. Delivering of Dak (outside the building).
11. Physical maintenance of records of the Section.
12. Stitching and binding of records/ files/ registers of the Section/ Unit.
13. Photocopying, sending of Fax etc.
14. Other non-clerical work in the Section/ Unit.
15. Assisting in routine office work like diary, dispatch etc., including on computer.
16. Maintenance of office equipments/ fixtures and fittings and provide necessary assistance for running of such equipments.
17. Driving of vehicles, if in possession of valid driving license.
18. Any other work assigned by the superior authority.

(Authority: - CAG's Circular No.18-NGE/2010 No. 717-NGE (App)/25-2010 dated 28<sup>th</sup> June 2010)

**7.1.1(i)(e) Promotion of Multi tasking Staff (MTS) to the Clerk's Grade: -**

1. The vacancies against 5% (Seniority-cum-fitness) quota may be filled amongst matriculate Multi Tasking Staff, with 3 years continuous service, subject to fulfillment of other requirements as laid down in the existing Recruitment Rules.

2. The Educational Qualification for promotion against 10 % (Examination) quota is 12<sup>th</sup> class or equivalent qualification from a recognized Board or University. In case of matriculate MTS officials who have already appeared in the Limited Departmental Competitive Examination (LDCE) previously and secured exemption in some papers, the benefit of such exemption obtained may be extended to them at the time of their future appearances in the examination as and when they possess the requisite educational qualification of 12<sup>th</sup> pass.

(Authority: - CAG's Circular No. 878-Staff (App-I) 15-2010 dated 21.10.2011)

**7.1.1(ii)(a) The Indian Audit and Accounts Department (Clerks in accounts and Entitlement Offices and Clerks in Audit Offices) recruitment Rules, 2014: --**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and in supersession of the Indian Audit and Accounts Department, Clerks Recruitment Rules, 1988, except as respects things done or omitted to be done before such supersession, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment in the field offices of the Indian Audit and Accounts Department to the posts of Clerks, namely: -

**1. Short title and commencement:** - (1) These rules may be called The Indian Audit and Accounts Department (Clerks in accounts and Entitlement Offices and Clerks in Audit Offices) recruitment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application:** - These rules shall be applicable to the posts specified in column (1) of Schedule annexed to these rules.

**3. Number of posts, classification and scale of Pay:-**The number of posts, their classification, pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**4. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

**5. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient to do so, he may, by order, and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**7. Saving:** -Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>Clerk</b> (in Audit offices)	2833 *(2014) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Ministerial	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.1900	Non Selection	Between 18 and 27 years of age (Relaxable for Government servants up to age of 40 years in accordance with the instructions or orders issued by the Central Government. <b>Note:</b> The crucial date for determining the age-limit shall be as fixed by the Staff Selection Commission. (Whether recruitment is not through Staff Selection Commission, crucial date for determining the age limit shall be the last date for receipt of applications)
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any
(7)			(8)		(9)
(i) 12 <sup>th</sup> class or equivalent qualification from a recognised Board or University. (ii) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour or 9000 Key Depression Per Hour respectively on an average of 5 key depressions for each word)			Yes, to the extent as indicated in column (10).		Two years
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.				In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	



(10)	(11)
<p>(i) 85 percent by direct recruitment through Staff Selection Commission.</p> <p>(ii) 10 percent of the vacancies shall be filled from amongst the Group 'C' Staff in the grade pay of Rs.1800 and who possess 12<sup>th</sup> class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled Caste and the Scheduled Tribe candidates).</p> <p><b>Note:</b> If more of such employees than the number of vacancies available under clause (ii) qualified at the examination. Such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(iii) 5 percent of the vacancies shall be filled on seniority-cum-fitness basis from amongst the Group 'C' Staff in the grade pay of Rs.1800 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade.</p>	<p><b>Promotion:</b></p> <p>(i) 10 percent of the vacancies shall be filled from amongst the Group 'C' Staff in the grade pay of Rs.1800 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45years (50 years of age for the Scheduled Caste and the Scheduled Tribe candidates).</p> <p><b>Note:</b> If more of such employees than the number of vacancies available under clause (i) qualified at the examination. Such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(ii) 5 percent of the vacancies shall be filled on seniority-cum-fitness basis from amongst the Group 'C' Staff in the grade pay of Rs.1800 and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade.</p>
<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitments.</p>
<p>12</p>	<p>14</p>
<p><b>Group 'C' Departmental Promotion Committee (for confirmation or promotion) consisting of:-</b> 1. Senior Deputy Accountant General or Deputy Accountant General or an officer of Equivalent rank in-charge of administration group.-<b>Chairman</b></p> <p>2. Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank (from an office other than the one in which promotions are considered). - <b>Member</b></p> <p>3.A Senior Audit Officer / Audit Officer.- <b>Member</b></p>	<p>Not applicable.</p>

Passing of type test is mandatory for Clerks. Clerks (Except Direct Recruit Clerks sponsored by the Staff Selection Commission) who fail to qualify in the prescribed type test would not earn any increments nor become eligible for promotion to the post of Auditor/Accountant. Further, the Clerks who has not qualified the type test, would also not be allowed to appear in Departmental Examinations such as SAS, DEA etc. on passing of which promotion is given.

Therefore, the Clerks who have passed the type (Skill) test on computers or have been exempted in accordance with the prescribed procedure from passing it shall only be eligible for any increments, confirmation, promotion by seniority and to appear in Departmental Examinations such as SAS, DEA etc on passing which promotion is given.

(Authority: - **G.S.R. 114** Min of Fin., Deptt. of Exp. New Delhi, the 3<sup>rd</sup> June, 2014, The Gazette of India June 7, 2014/JYAISTHA 17, 1936 [Part II-Sec. 3(i)] vide CAG's Circular No.37-Staff (App I)/2014 vide No.961-Staff (App I)/15-2010 dated 14.10.2014)

**7.1.1(iii)(a) Recruitment Rules for the post of 'Auditor' in the field offices of IA&AD: -**

1. (1) These rules may be called the Indian Audit and Accounts Department (Auditor) Recruitment (Amendment) Rules, 2000.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Indian Audit and Accounts Department(Auditor) Recruitment Rules, 1988 for the existing schedule the following schedule shall be substituted, namely: -

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Auditor</b>	3586* (2000)  *Subject to variation depending on workload.	General Central Service Group 'C', (Non-Gazetted), Ministerial	<b>1</b> Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2800  <b>1</b> (As per 6 <sup>th</sup> pay commission)	Non-Selection	No	Between 18 to 27 years of age. Note: The crucial date for determining the age limit shall be as advertised by the authority making recruitment.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any	
(8)			(9)		(10)	
Bachelor's Degree of a recognized University			Not applicable		Two years for direct recruits	

<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made
(11)	(12)
50% by promotion failing which by direct recruitment and 50% by direct recruitment	<p>Promotion:</p> <p>(a) 40% of vacancies by promotion of Clerks with 5 years regular service in the grade on seniority basis subject to rejection of unfit.</p> <p>(b) 10% of vacancies by promotion from the following officials:-</p> <p>(i) 'Clerks' on passing of Part-I of Section Officer's Grade Examination;</p> <p>(ii) Graduate Clerks with three years regular service in the grade on passing of the Departmental Examination for Auditors; and</p> <p>(iii) Graduate Group 'D' (now MTS) officials with three years regular service in the grade on passing of the Departmental Examination for Auditors.</p> <p>(The inter-se-ranking of those who qualify in the examination will be in the order of their Inter-se-seniority, those qualifying in an earlier examination ranking enbloc higher than those who qualify in a later examination 'Group 'D' officials will rank enbloc below clerks of the same batch)</p> <p>Note:</p> <p>1. Direct recruits and clerks promoted on seniority basis are required to pass a Departmental Examination within such chances as prescribed by the Comptroller and Auditor General of India, failing which the direct recruit shall be liable to discharged from service and promotees reverted to Clerk's grade.</p> <p>2. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more and required to be filled by direct recruitment may be filled on deputation basis from—</p> <p>(a) Accountants or Auditors from other offices of the department;</p> <p>or</p> <p>(b) Clerks with 5 years' regular service or Clerks who have passed the 'Departmental Examination for Accountant or Auditors' from other offices in the Department;</p> <p>or</p> <p>(c) Officials holding analogous posts in other Accounting Organizations of the Central</p>

	<p>Government.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p> <p>3. If an officer is being considered for promotion on seniority basis under (a) above all persons senior to him/her shall also be considered notwithstanding that they may not have rendered the requisite qualifying service in the feeder cadre for promotion provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years whichever is less.</p> <p>4. As the cadre of Auditors and the feeder cadres are not centralized for the whole department the rules are applicable to each cadre in the various field offices of the department. The requisite years of service prescribed under items (a), (b) (ii) &amp; (b) (iii) above should be in the relevant feeder cadres in the field offices concerned.</p>
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
13	14
<p>Departmental Promotion Committee consisting of; -</p> <ol style="list-style-type: none"> <li>1. Senior Deputy Accountant General / Deputy Accountant General or an officer of Equivalent rank in-charge of administration group.</li> <li>2. Another Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotions are considered).</li> <li>3. A Senior Audit Officer / Audit Officer.</li> </ol> <p>Note: The senior amongst (1) and (2) above shall be the Chairman.</p>	Not applicable.

(Authority: - **G.S.R. 84** dated 24<sup>th</sup> Feb, 2000 vide CAG's Circular No. NGE/25/2000 No. 72-NGE(App.)/40-99 dated 31.05.2000 and English version of Indian Audit & Accounts Department (Auditor) Recruitment (Amendment) Rule, 2008 published in Gazette of India, Part II Section 3(1) dated 20.9.2008 vide Min of Fin.( Deptt. of Exp.) Notification No. **G.S.R. 174** dated 17<sup>th</sup> Aug. 2008 vide CAG's Circular No. NGE/06/2009 No. 62-NGE (App.)/34-2008 dated 23.01.2009)

**7.1.1(iii)(b) Eligibility of Subordinate Accounts / Audit Service Examination for Promotion as Auditor:**

SAS Group I passed clerks will be eligible for promotion as Auditor.

(Authority: -CAG's email No. 152-Staff (App 1) 32-2005 dated 25.02.2011)

**7.1.1(iv)(a) Recruitment Rules for the post of 'Staff Car Drivers', 'Despatch Rider' and 'Staff Car Driver Special Grade' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to amend the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988 namely: -

**1.** (1) These rules may be called the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment (Amendment) Rules, 2000

(2) They shall come into force on the date of their publication in the Official Gazette.

**2.** In the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988 for the schedule, the following schedule shall be substituted, namely: --

## SCHEDULE

Name of post	Number of posts	Classification	Pay Band and Grade Pay	Whether Selection by merit or selection-cum-seniority post or non-selection post	Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972
(1)	(2)	(3)	(4)	(5)	(6)
<b>1. Dispatch Rider</b>	04*(2000) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.1900 *As per 6 <sup>th</sup> central pay commission RP Rules,2008	Not applicable	No
Age limit for direct recruits		Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)		(8)		(9)	(10)
Not exceeding 25 years. (Relaxable for Government servants upto the age of 35 years in accordance with the instructions or orders issued by the Central Government). <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (Other than those in the Andaman and Nicobar Islands and Lakshadweep). In the case of recruitment made through Employment Exchange the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.		<b>Essential</b> 1. Possession of a valid driving license for Motor-Cycle or Auto-Rickshaw. 2. Knowledge of Motor-cycle or Auto-Rickshaw mechanism (Should be able to remove minor defects in the vehicles). 3. Experience of driving a Motor-Cycle or Auto-Rickshaw for at least two years. 4. Should be fully conversant with traffic regularizations. 5. Ability to read English and Hindi or Regional Language of the area in which the employing organizations is situated.  <b>Desirable: -</b> 1. A pass in the 8 <sup>th</sup> standard from a recognised Board. 2. Three years service as Home Guard Civil Defence Volunteer. <b>Note:</b> The qualification regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled		Not applicable	Two years

	Castes or the Scheduled Tribes if at any stage of selection it is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.				
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made			
(11)		(12)			
Absorption failing which by deputation / re-employment failing which by direct recruitment.		<p><b>Absorption:</b> On the basis of driving test to assess the competence from amongst regular Group D employees in the organisation (in which the posts are to be filled up) who possess valid driving license for Motor Cycle / Auto Rickshaw.</p> <p><b>Deputation/re-employment of Ex-servicemen:</b> The Armed Forces personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed in Column 8 would be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter they may of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central Government shall ordinarily not exceed three years).</p>			
If a Departmental Promotion Committee exists what is its composition		Circumstances in which Union Public Service Commission is to be consulted in making recruitments.			
(13)		14			
<p>Departmental Promotion Committee (for considering confirmation) consisting of</p> <ol style="list-style-type: none"> <li>1. Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank in-charge of administration group</li> <li>2. Any other Senior Deputy Accountant General from an office other than the one in which confirmations are considered.</li> <li>3. An Audit Officer</li> </ol>		Not applicable			
Name of	Number of post	Classification	Pay Band and Grade	Whether Selection	Whether benefit

post			Pay	by merit or selection-cum-seniority post or non-selection post	of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules,1972
(1)	(2)	(3)	(4)	(5)	(6)
2. Staff Car Driver (Ordinary Grade)	39*(2002)*Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.1900 As per 6 <sup>th</sup> central pay commission RP Rules,2008	Not applicable	No
Age limit for direct recruits	Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	
(7)	(8)		(9)	(10)	
Not exceeding 25 years. (Relaxable for Government servants upto the age of 35 years in accordance with the instructions or orders issued by the Central Government). <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (Other than those in the Andaman and Nicobar Islands or Lakshadweep). In the case of recruitment made through Employment Exchange the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.	<b>Essential</b> 1. Possession of a valid driving license for Motor-Cycle or Auto-Rickshaw. 2. Knowledge of Motor-cycle or Auto-Rickshaw mechanism (Should be able to remove minor defects in the vehicles). 3. Experience of driving a Motor-Cycle or Auto-Rickshaw for at least two years. 4. Should be fully conversant with traffic regularizations. 5. Ability to read English and Hindi or Regional Language of the area in which the employing organizations is situated. <b>Desirable: -</b> 1. A pass in the 8 <sup>th</sup> standard from a recognised Board. 2. Three years service as Home Guard/Civil Defence Volunteer. <b>Note:</b> The qualification regarding experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes if at any stage of selection it is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.		Not applicable	Two years	



<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made			
(11)		(12)			
Absorption failing which by deputation / re-employment failing which by direct recruitment.		<p>Absorption:</p> <p>On the basis of driving test to assess the competence from amongst regular Group D employees in the organization (in which the posts are to be filled up) who possess valid driving license for Motor Cycle / Auto Rickshaw.</p> <p>Deputation / re-employment of Ex-servicemen:</p> <p>The Armed Forces personnel due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualification prescribed in Column 8 would be given deputation terms upto the date on which they are due for release from the Armed Forces: thereafter they may be continued on re-employment.(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of Central Government shall ordinarily not exceed three years).</p>			
If a Departmental Promotion Committee exists what is its composition		Circumstances in which Union Public Service Commission is to be consulted in making recruitments.			
(13)		14			
Departmental Promotion Committee (for considering confirmation) consisting of 1. Senior Deputy Accountant General/Deputy Accountant General or an officer of equivalent rank in-charge of administration group 2. Any other Senior Deputy Accountant General/ Deputy Accountant General from an office other than the one in which confirmation are considered. 3. An Audit Officer Note: The senior amongst (1) and (2) above will be the Chairman.		Not applicable			
Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection by merit or selection-cum-seniority post or non-selection post	Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension)

(1)	(2)	(3)	(4)	(5)	Rules,1972 (6)
3. Staff Car Driver Grade-II	38*(2002) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	<sup>1</sup> Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2400 <sup>1</sup> As per 6 <sup>th</sup> central pay commission RP Rules,2008	Not applicable	Not applicable
4. Staff Car Driver Grade-I	44*(2002) *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	<sup>1</sup> Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2800 <sup>1</sup> As per 6 <sup>th</sup> central pay commission RP Rules,2008	Not applicable	Not applicable
Age limit for direct recruits	Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any
(7)	(8)		(9)		(10)
Not applicable Not applicable	Not applicable Not applicable		Not applicable Not applicable		Not applicable Not applicable
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods			In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made		
(11)			(12)		
By promotion			Promotion: Staff Car Driver Ordinary Grade with nine years regular service in grade on passing the Trade test of appropriate standard.		
By promotion			Promotion: Staff Car Driver Ordinary Grade with nine years regular service in grade on passing the Trade test of appropriate standard.		
If a Departmental Promotion Committee exists what is its composition			Circumstances in which Union Public Service Commission is to be consulted in making recruitments.		
(13)			14		
Departmental Promotion Committee consisting of: 1. Assistant Comptroller Accountant General (N) --Chairman 2. Any other officer in the rank of Senior Deputy Accountant General/deputy Accountant General (from an office other of the IA&AD) --Member			Not applicable		

3. An officer in the rank of Senior Audit Officer- Departmental Promotion Committee consisting of: 1. Assistant Comptroller Accountant General (N) 2. Any other officer in the rank of Senior Deputy Accountant General/deputy Accountant General (from an office other of the IA&AD) 3. An officer in the rank of Senior Audit Officer	--Member --Chairman --Member --Member	Not applicable
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{Authority: - **G.S.R. 449** Min of Fin., Deptt. of Exp. New Delhi, the 31<sup>st</sup> October, 2000 vide The Gazette of India November 18, 2000/KARTIKA 27, 1922 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015 and **G.S.R. 100** Min of Fin., Deptt. of Exp. New Delhi, the 15<sup>th</sup> February, 2002 vide The Gazette of India March 30, 2002/CHAITRA 9, 1924 [Part II-Sec. 3(i)]}

7.1.1(iv) (b) **Recruitment Rules for the post of 'Staff Car Driver Special Grade' in the field offices of IA&AD: -**

**G.S.R. 100--** In exercise of the powers conferred by clause (5) of Article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to amend the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988 namely: -

1. (1) These rules may be called the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment (Amendment) Rules, 2002

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Schedule to the Indian Audit and Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988 in column 2 –

(a) relating to the posts of Staff Car Driver (Ordinary Grade) for the entry"57(2000)" the entry "39(2002)" shall be substituted;

(b) relating to the posts of Staff Car Driver Grade-II for the entry"26(2000)" the entry "38(2002)" shall be substituted;

(c) relating to the posts of Staff Car Driver Grade-I for the entry"20(2000)" the entry "44(2002)" shall be substituted;

3. After serial number 4 relating to the post of Staff Car Driver Grade-I and the entries thereof, the following serial number and entries shall be inserted, namely: -

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection by merit or selection-cum-seniority post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>5. Staff Car Driver Special Grade</b>	6*(2002) *Subject to variation	General Central Service Group 'C',	1Pay Band-2 (Rs.9300-34800) + Grade Pay Rs.4200	Not applicable	Not applicable

	dependent on workload.	Non-Gazetted, Ministerial	<sup>1</sup> As per 6 <sup>th</sup> central pay commission RP Rules, 2008	
Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	
(7)	(8)	(9)	(10)	
Not applicable	Not applicable	Not applicable	Not applicable	
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made		
(11)		(12)		
By promotion		Promotion: Staff Car Driver Grade-I with three years regular service in the grade.		
If a Departmental Promotion Committee exists what is its composition		Circumstances in which Union Public Service Commission is to be consulted in making recruitments.		
(13)		14		
Departmental Promotion Committee consisting of: 1. Assistant Comptroller Accountant General (N) --Chairman 2. Any other officer in the rank of Senior Deputy Accountant General/deputy Accountant General from an office other of Indian Audit and Accounts Department -- Member 3. An officer in the rank of Senior Audit Officer- --Member		Not applicable		

{Authority: - **G.S.R. 100** Min of Fin., Deptt. of Exp. New Delhi, the 15<sup>th</sup> February, 2002 vide The Gazette of India March 30, 2002/CHAITRA 9, 1924 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

**7.1.1(v) Recruitment Rules for the post of 'Senior Translator' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Senior Translator in the field offices of the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Senior Translator) Recruitment Rules, 2004.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the Schedule.

**4. Disqualifications:** - No person,--

- (a) Who, has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>Senior Translator</b>	30*(2004) *Subject to variation dependent on workload.	General Central Service Group 'B', Non-Gazetted, Ministerial	Pay Band-1 (Rs.9300-34800) + Grade Pay Rs.4600	Non-Selection	Not exceeding 30 years. Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India. (And not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of

				Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	
(7)	(8)	(9)	(10)	
Not applicable	<p><b>Essential</b></p> <p>(i) Master's Degree of a recognized university in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.</p> <p>Or</p> <p>Master's Degree of a recognized university in any subject other than Hindi/English, with Hindi/English medium, and English/Hindi as a compulsory/elective subject or as medium of examination at degree level.</p> <p>Or</p> <p>Master Degree of a recognized university in any subject other than Hindi/English, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject at degree level.</p> <p>And</p> <p>(ii) Recognized diploma/certificate course in translation from Hindi to English and <i>vice-versa</i> or two years' experience of translation work from Hindi to English and <i>vice-versa</i> in Central/State Government Offices, including Government of India undertakings.</p> <p><b>Note 1:</b> -- The qualifications are relaxable at the discretion of the Staff Selection Commission/Competent authority in case of candidates otherwise well qualified.</p> <p><b>Note 2:</b> - The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission/competent authority in case of candidates belonging to Scheduled Castes or Scheduled Tribes. If at any stage of selection the Staff Selection Commission/competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite</p>	Not applicable	Two years for direct recruits and promotees.	

	experience are not likely to be available to fill up the posts reserved for them.		
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made		
(11)	(12)		
Promotion failing which by deputation /Absorption failing both by direct recruitment.	<p><b>Promotion:</b> Junior Translator in the scale of pay of Rs.5000-150-8000 with three (3) years' regular service in the grade.</p> <p><b>Note:</b> Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period of promotion to the next higher grade along with their juniors, who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b> <b>(a)</b> Officers of the Central Government— (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii)with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-150-8000 or equivalent in the parent cadre/development; and <b>(b)</b> Possessing the educational qualifications and experience prescribed for direct recruits under column 8. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>		
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making		

13	recruitments. 14
Departmental Promotion Committee consisting of:- 1. Principal Accountant General/Accountant General or officer of the equivalent rank from the concerned office -- <b>Chairman</b> 2. Senior Deputy Accountant General / Deputy Accountant General or an officer of Equivalent rank in-charge of administration group. -- <b>Member</b> 3. Another Senior Deputy Accountant General / Deputy Accountant General or an officer of equivalent rank (from an office other than the one in which promotions are considered). -- <b>Member</b>	Consultation with Union Public Service Commission is necessary while amending/relaxing any provisions of Recruitment Rules.

{Authority: - **G.S.R. 294** Min of Fin., Deptt. of Exp. New Delhi, the 24<sup>th</sup> August, 2004 vide The Gazette of India September 4, 2004/BHADRA 13, 1926 [Part II-Sec. 3(i)] vide CAG Circular No. NGE/43/2005 No.393-NGE (App)/61-98 dated 20.06.2005, CAG's order No. 959-6PC/GE-II/93-2009 dated 4<sup>th</sup> August 2009}

**7.1.1(vi) Recruitment Rules for the post of 'Junior Translator' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the post of Junior Translator in the field offices of the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Junior Translator) Recruitment Rules, 2000.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the Schedule.

**4. Disqualifications:** - No person,--

- (a) Who, has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.



**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Whether Selection post or non-selection post	Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules,1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Junior Translator</b>	103* (2004) *Subject to variation dependent on workload.	General Central Service, Group 'C', Ministerial (Non-Gazetted)	Pay Band-1 (Rs.9300-34800) + Grade Pay Rs.4200	Non Selection	Not applicable	Not exceeding 30 years.
Educational and other qualifications required for direct recruits			Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	
(8)			(9)	(10)	(11)	
Master's Degree of a recognized university in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level.  Or Bachelor's Degree with Hindi and English as main subjects (Which includes the term compulsory and elective)			Not applicable	Two years for direct recruits	By deputation/Absorption failing both by direct recruitment.	

In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
(12)	13	14
<p>Deputation/Absorption: - From amongst officers of Indian Audit and Accounts Department failing which from Central Government offices at the same station and failing both from Central Government offices at other stations.</p> <p>(a) (i) holding analogous posts on a regular basis Or (ii) posts in the pay scale of Rs.4000-6000 with 5 years regular service in the grade Or (iii) posts in the pay scale of Rs.3050-4590 with 13 years regular service in the grade and (b) Possessing educational and other qualifications as in column (8).</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for deputation shall be 56 years in the last date of receipt of application).</p>	<p>Group 'C' Departmental Promotion Committee (for confirmation) consisting of;- (i) Senior deputy Accountant General/Deputy Accountant General or officer of equivalent rank in-charge of Admn. (ii) Another Senior Deputy Accountant General / Deputy Accountant General or officer of equivalent rank from any other office of Indian Audit and Accounts Department. (iii) A Senior Account Officer/Senior Audit Officer/Accounts Officer/Audit Officer.</p>	<p>Not applicable</p>

{Authority: - **G.S.R. 328** Min of Fin., Deptt. of Exp. New Delhi, the 10<sup>th</sup> August, 2000 vide The Gazette of India August 26, 2000/BHADRA 4, 1922 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015 and CAG's order No. 959-6PC/GE-II/93-2009 dated 4<sup>th</sup> August 2009}

## 7.1.1(vii) Recruitment Rules for the post of 'Hindi Officer' in the field offices of IA&amp;AD: -

Name of post (1)	Classification (2)	Pay Band and Grade Pay (3)		
<b>Hindi Officers</b>	Group 'B', Gazetted / Non- Ministerial	Pay Band-2 (Rs.9300-34800) + Grade Pay Rs.4800		
Educational Qualification for direct recruits (4)	Method of Recruitment (5)	Transfer on deputation (6)	Period of probation (7)	
<p><b>Essential:</b></p> <p>(i) Master's Degree of a recognized university or equivalent in Hindi with English as a subject at the degree level. Or Master's Degree of a recognized university or equivalent in English with Hindi as a subject at the degree level. Or Master's Degree of a recognized university or equivalent in any subject English with Hindi as a subject at the degree level. Or Master's Degree of a recognized university or equivalent in any subject with Hindi medium and English as a subject at the degree level. Or Master's Degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level.</p> <p>(ii) 5 year's experience of terminological work in Hindi and /or Translation work from English to Hindi or vice-versa, preferably of technical or scientific literature and finance, budget or administrative matters. Or 5 year's experience of teaching, research, writing or journalism in Hindi.</p>	Promotion by selection from Senior Translators with three years' service or Junior Translators with 8 years regular service in the grade if available within the Department failing which by transfer on deputation or direct recruitment (through Union Public Service Commission) (according to requirements).	Officers from the Central / State Governments:- (a) (i) Holding analogous posts; or (ii) With 3 years' service in posts in the scale of Rs. 1640-2900 (4 <sup>th</sup> pay commission) or equivalent Pay Band & Grade Pay in 6 <sup>th</sup> pay commission. (iii) With 8 year's service in post in scale of Rs.1400-2300 (4 <sup>th</sup> pay commission) or equivalent Pay Band & Grade Pay in 6 <sup>th</sup> pay commission. (b) Possessing the educational qualifications and experience laid down for direct recruits.	Two years in case of promotion or direct recruits	

<b>Desirable:</b> (i) Knowledge of Sanskrit and 'or a modern Indian Language. (ii) Administrative Experience. (iii) Experience o organizing Hindi Classes or workshops for noting and drafting.			
Composition of D.P.C.		Age limit for direct recruits	
(8)		(9)	
The cadre Controlling Authority of the rank of Accountant General and two other officers in rank of Accountant General to be nominated by Comptroller & Auditor General.  (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for deputation shall be 56 years in the last date of receipt of application).		Not exceeding 35 years (Relaxable for Government by 5 years in accordance with the instructions issued by the Central Government) other relaxations as per general orders of the Government of India on the subject.	

(Authority: - CAG's order No. 672-N.III/21-91-Vol.II dated 6.5.1991 and No.959-6PC/GE-II/93-2009 dated 4<sup>th</sup> August 2009)

**7.1.1(viii)(a)(i) Recruitment Rules for the post of 'Stenographers' in the field offices of IA&AD: -**

On implementation of the 6<sup>th</sup> Central Pay Commission, the pre-revised scales of Stenographer Grade-II (Rs.5000-150-8000) and Stenographer Grade-I (Rs.5500-175-9000) were merged and placed in a common scale in Pay Band 2 with Grade Pay of Rs.4200. Due to merger of the aforesaid posts, these posts were re-designated as below: -

Sl. No.	Cadre	Classification after 5 <sup>th</sup> CPC	Pay scale on implementation of 6 <sup>th</sup> CPC		Classification after 6 <sup>th</sup> CPC	Proposed new name of the cadre
			Pay Band	Grade Pay		
1	Stenographer Grade-III	Group 'C'	PB-I (Rs.5200-20200)	Rs.2400	Group 'C'	<b>Stenographer</b>
2	Stenographer Grade-II	Group 'C'	PB-2 Rs.9300-34800	Rs.4200	Group 'B' Non-Gazetted	<b>Personal Assistant (PA)</b>
3	Stenographer Grade-I (PA)	Group 'C'				
4	Private Secretary (PS)	Group 'B' Gazetted	PB-2 Rs.9300-34800	Rs.4600	Group 'B' Gazetted	Private Secretary (PS)
5	Sr. Private Secretary (Sr.PS)	Group 'B' Gazetted	PB-2 Rs.9300-34800	Rs.4800 (Rs.5400 after 04 years of service in the grade)	Group 'B' Gazetted	Sr. Private Secretary (Sr.PS)

(Authority-CAG's letter No.228-6PC/GE-II/73-2009 dated 09.02.2010)

(ii) Again the posts of Stenographer and Personal Assistant re-designated as below:-

Sl. No.	Existing Designation	Revised Designation	Classification	Pay Band & Grade Pay
1.	Stenographer	Stenographer, Gr. II	Group 'C'	PB-1 (Rs. 5200-20200) Grade Pay Rs.2400
2.	Personal Assistant	Stenographer, Gr. I	Group 'B' Non-Gazetted	PB-2 (Rs. 9300-34800) Grade Pay Rs.4200

(Authority: - CAG's Circular No.43-Staff (App1) 2015 No.935-Staf (App1)01-2012 dated 16.11.2015)

7.1.1(viii)(b) **Recruitment Rules for the post of 'Stenographer Gr. II' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and in supersession of the Indian Audit and Accounts Department (Stenographer) Recruitment Rules 1988, except as respects things done or omitted to be done before such supersession, The President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment in the field offices of the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Stenographer Grade-II) Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application:** - These rules shall be applicable to the posts specified in column (1) of the Schedule annexed to these rules.

**3. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**4. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

**5. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other

Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Stenographer Grade-II	445* (2016) *Subject to the variation dependent on work load.	General Central Service, Group 'C', Non-Gazetted, Ministerial	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2400	Not applicable	Between 18 and 27years of age (Relaxable up to age of 40 years in case of Government servants in accordance with the instructions or orders issued by the Central Government. <b>Note:</b> The crucial date for determining the age-limit shall be as fixed by the Staff Selection Commission.
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	
(7)		(8)	(9)	(10)	
(i) 12 <sup>th</sup> class pass or equivalent from a recognized Board or University. (ii) <b>Skill Test Norms</b> <b>Dictation:</b> 10 minutes @ 80 words per minute <b>Transcription:</b> 50 minutes (English), 65 minutes (Hindi) on computers.		Not applicable	Two years	<b>Direct recruitment through Staff Selection commission.</b> <b>Note:</b> Vacancies caused by the incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation by officials from the other offices of the Indian Audit and Accounts Departments or Central Ministries holding analogous posts on regular basis and possessing educational qualifications prescribed for direct recruits at column (7).	

In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
(11)	(12)	(13)
Not applicable	Group 'C' Departmental Promotion Committee (for confirmation) consisting of;- (i) Senior Deputy Accountant General or director or Deputy Accountant General or Deputy Director or an officer of equivalent rank in-charge of Administration Group. -- Chairman (ii) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank (from an office other than the one in which confirmation is considered). -Member (iii) Senior Account Officer or Senior Audit Officer or Accounts Officer or Audit Officer or an officer of equivalent rank. -Member	Not applicable

(Authority: - **G.S.R. 11** Min of Fin., Deptt. of Exp. New Delhi, the 8<sup>th</sup> January, 2016 vide The Gazette of India January 16, 2016/PAUSA 26, 1937 [Part II-Sec. 3(i)] vide CAG's Circular No. 07-Staff(App 1)/2016 No.113-Staf(App1)/37-2011 dated 25.01.2016)

#### 7.1.1(viii)(C)(i) **Ratio of Posts between Stenographer and Personal Assistant:**

Prior to notification of the 6<sup>th</sup> CPC, the ratio of post between Stenographer Grade I, Grade II and Grade III was in the ratio of 20%: 40%: 40% respectively. Post implementation of the 6<sup>th</sup> CPC, the posts of Stenographer Grade II and Grade I have been merged and re-designated as Personal Assistant.

The ratio of posts between Stenographer (erstwhile Stenographer Grade III) and Personal Assistant cadre in the ratio of 50%: 50%. If, as a result of revision of ratio, the Person in Position (PIP) become excess of the Sanctioned Strength (SS) in the Personal Assistant Cadre, excess persons would be accommodated by creation of supernumerary posts(s) till such time the position stabilizes and the ratio of 50%: 50% is achieved. However, no increase in the total number of sanctioned posts in the combined cadre of Stenographer and Personal Assistant as a result of creation of supernumerary posts is envisaged. An illustration of allocation among Stenographer and Personal Assistant in an office pooled cadre is given below: -

**Allocation of posts among Stenographer Grade II (erstwhile Stenographer) and Stenographer Grade I (erstwhile Personal Assistant)-**

No of total post(s)	Stenographer	Personal Assistant
1	1	.....
2	1	1
3	2	1
4	2	2
5	3	2
6	3	3
7	4	3
8	4	4
9	5	4
10	5	5
11	6	5
12	6	6
13	7	6
14	7	7
15	8	7
16	8	8
17	9	8
18	9	9
19	10	9
20	10	10
21	11	10
22	11	11
23	12	11
24	12	12
25	13	12
26	13	13
27	14	13
28	14	14
29	15	14
30	15	15

**7.1.1(viii)(C)(ii) Regulation of Promotion**

Promotion for the above posts shall be regulated as per guidelines given below: -

**(a) Stenographer Grade II' (erstwhile Stenographer) to 'Stenographer Grade I' (erstwhile Personal Assistant)**

For promotion from Stenographer Gr. II to the post of Stenographer Gr. I (erstwhile Personal Assistant), 10 years regular service in the Stenographer Gr. II Cadre with Grade Pay of Rs.2400 would be required. **The promotion would be on Selection basis.**

For the purpose of computing minimum qualifying service for promotion, the services rendered on a regular basis by an official prior to 1<sup>st</sup> January, 2006 or from that date from which the revised pay structure based on 6<sup>th</sup> CPC recommendations has been extended, shall be deemed



to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the 6<sup>th</sup> CPC.

Where juniors, who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

### **DPC Composition:**

#### **Group 'B' Departmental Promotion Committee consisting of:**

- (i) Cadre Controlling Officer in the rank of Director General/Principal Accountant General/ Accountant General/Principal Director, or an officer of equivalent rank -Chairperson
- (ii) Officers of the rank of the Senior Deputy Accountant General/Director/Deputy Accountant General/Dy. Director or an officer of equivalent rank in charge of Administration group -Member.
- (iii) Any other officer of the rank of Senior Deputy Accountant General / Director / Deputy Accountant General / Dy. Director or an officer of equivalent rank (from an office other than the one in which promotion are considered) -Member

#### **(b) 'Stenographer Grade I' (erstwhile Personal Assistant) to Private Secretary**

For promotion from Personal Assistant to the post or Private Secretary, the eligibility criteria would be Personal Assistant in the Pay Band 2 with Grade Pay of RS.4200 with five years regular service in the grade. **The promotion would be on Selection basis.**

For the purpose of computing minimum qualifying service for promotion, the services rendered on a regular basis by an official prior to 1<sup>st</sup> January, 2006 or from the date from which the revised pay structure based on 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the 6<sup>th</sup> CPC.

Officials who were holding the post in the pre-revised scale of Rs.5500-9000 on regular basis on 1<sup>st</sup> January 2006 will be en-bloc senior to those who were holding posts in the pre-revised scale of Rs.5000-8000.

Where juniors, who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

#### **(c) Private Secretary to Sr. Private Secretary**

For promotion from Private Secretary to Senior Private Secretary, the eligibility criteria would be Private Secretary in the Pay Band 2 with Grade Pay of RS.4600 with two years regular service in the grade or 6 years regular service in Grade Pay of Rs.4200 in the PA Grade. **The promotion would be on Selection basis.**

For the purpose of computing minimum qualifying service for promotion, the services rendered on a regular basis by an official prior to 1<sup>st</sup> January, 2006 or from the date from which the revised pay structure based on 6<sup>th</sup> CPC recommendations has been extended, shall be deemed

to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the 6<sup>th</sup> CPC.

Where juniors, who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

**In one office however, either of the two posts i.e. either Private Secretary or Sr Private Secretary would remain operational/functional at the same point of time. In other words in the case of Promotion of PS to the post of Sr PS in any field office, the post of PS shall remain non-functional/non-operational till the time the post of Sr PS is in place.**

**Composition of Departmental Promotion Committee for the posts of PS and Sr PS:**

(i) Cadre Controlling Officer in the rank of Director General/Principal Accountant General/Accountant General/Principal Director, or an officer of equivalent rank.

(ii) Two other officers of the rank of the Director General/ Principal Accountant General/Accountant General/Principal Director, or an officer of equivalent rank, to be nominated by the Comptroller and Auditor General of India.

(The Senior most amongst above shall be the Chairperson.)

(Authority: -CAG's Circular No.36-Staff (App1)/16- 2010 No.980-Staf (App1)16-2010 dated 07.12.2011 and Circular No.43-Staff (App1) 2015 No.935-Staf (App1)01-2012 dated 16.11.2015)

**(D) Recruitment to the post of Stenographer-reg.**

(i) Recruitment to the post of Stenographer will only be by direct recruitment through the Staff Selection Commission.

(ii) Limited Departmental Competitive Examination shall not be conducted for recruitment to the post of Stenographer.

(Authority: - CAG's Circular No.35-Staff (App1)/2012 No.919-Staff (App1)/37-2011 dated 20.09.2012)

**7.1.1(ix) Recruitment Rules for the post of 'Supervisor (Audit)' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules to amend the Indian Audit and Accounts Department, Supervisor (Audit) Recruitment Rules, 1990 namely: -

**1.** (1) These rules may be called the Indian Audit and Accounts Department, Supervisor (Audit) Recruitment Rules, 2001.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2.** For the Schedule to the Indian audit and Accounts Department Supervisor (Audit) Recruitment rules, 1990, following shall be substituted, namely: --

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>Supervisor (Audit)</b>	138* (2001) *Subject to variation dependent on workload.	General Central Service Group 'B', Non-Gazetted, Ministerial	Pay Band-1 (Rs.9300-34800) + Grade Pay Rs.4800	Selection-cum-seniority	Not applicable
Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules,1972		Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)		(8)		(9)	(10)
Not applicable		Not applicable		Not applicable	Two years.
<b>Method of recruitment:</b> Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various		In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made			
(11)		(12)			
By Promotion failing which by deputation.		<p><b>Promotion:</b> Senior Auditors with three (3) years' regular service in the grade. <b>Note:</b> Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years whichever is less and have successfully completed their probation period of promotion to the next higher grade along with their juniors, who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b> Officers from other Audit offices in Indian Audit and Accounts Department:—</p> <p>(i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) holding post of Senior Auditor in the scale of with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-150-8000 or equivalent in the parent</p>			

	cadre/development; and  <b>(b)</b> Possessing the educational qualifications and experience prescribed for direct recruits under column 8. The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications. <b>Note:</b> As the cadre of Supervisor (Audit) and the feeder cadre of Senior auditor are not centralized for the entire Department these rules shall be applicable to each cadre in various Audit offices of the Department.
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
13	14
Group 'B' Departmental Promotion Committee;- 1. Cadre controlling officer of the rank of Principal Accountant General/Accountant General <b>-Chairman</b> 2. Officer of the rank of Senior Deputy Accountant General/Deputy Accountant General in-charge of administration group. <b>--Member</b> 3. Any other Officer of the rank of Senior Deputy Accountant General / Deputy Accountant General (from an office other than the one in which promotions are considered) to be nominated by the Chairman <b>--Member</b>	Consultation with Union Public Service Commission not necessary.

(Authority: - {Authority: - **G.S.R. 552** Min of Fin., Deptt. of Exp. New Delhi, the 10<sup>th</sup> August, 2000 vide The Gazette of India September 21, 2001/ASVINA 14, 1923 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015 and CAG's letter No. 1359-6PC/GE-II/135-2008 dated 1<sup>st</sup> October 2008 (Point No.23 in Annexure-A referred to 'reply on clarifications sought by field offices') vide FAX-315 dated 6.10.2008})

**7.1.1(x) Recruitment Rules for the post of 'Group 'C Electronic Data Processing Posts' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and in supersession of the Indian Audit and Accounts Department (Group 'C' Electronic Data Processing posts) Recruitment Rules 1994, in so far as it related to the post of Data Entry Operator and Console Operator except as respects things done or omitted to be done before such supersession, the President, after consultation with the Comptroller and Auditor General of India, hereby makes the following rules to regulate the method of recruitment to the Group 'C' posts of

Data Entry Operator Grade 'A' and Data Entry Operator Grade 'B' in the Headquarters field offices of the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Group 'C Electronic Data Processing Posts) Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application:** - These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

**3. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**4. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

**5. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**7. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Data Entry Operator Grade 'A'	2938* (2016) *Subject to variation dependent	General Central Service, Group 'C', Non-Gazetted,	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2400	Not applicable	Between 18 and 27years of age (Relaxable up to age of 40 years in case of Government servants in accordance with the instructions or orders issued by the Central Government.

	on workload.	Non-Ministerial			<b>Note:</b> The crucial date for determining the age-limit shall be as fixed by the Staff Selection Commission.
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees		Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods
(7)		(8)		(9)	(10)
(i) 12 <sup>th</sup> standard pass in Science stream with Mathematics as a subject from a recognized Board or equivalent (ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.		Not applicable		Two years	Direct recruitment through Staff Selection commission. <b>Note:</b> Vacancies caused by the incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation by officials from the other offices of the Indian Audit and Accounts Departments or Central Ministries holding analogues posts on regular basis and possessing educational qualifications prescribed for direct recruits at column (7).
In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made		If a Departmental Promotion Committee exists what is its composition			Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
(11)		(12)			(13)

Not applicable	Group 'C' Departmental Promotion Committee (for confirmation) consisting of:- (i) Senior Deputy Accountant General or director or Deputy Accountant General or Deputy Director or an officer of equivalent rank in-charge of Administration Group. -- Chairman (ii) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank (from an office other than the one in which confirmation is considered). -Member (iii) Senior Account Officer or Senior Audit Officer or Accounts Officer or Audit Officer or an officer of equivalent rank. -Member	Not applicable
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Name of post	Number of post	Classification	Pay Band And Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>Data Entry Operator Grade 'B'</b>	507* (2016) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1 (Rs.5200-20200) + Grade Pay Rs.2800	Not applicable	Between 18 and 27 years of age (Relaxable up to age of 40 years in case of Government servants in accordance with the instructions or orders issued by the Central Government. <b>Note:</b> The crucial date for determining the age-limit shall be as fixed by the Staff Selection Commission.
Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various	
(7)		(8)	(9)	(10)	
(i) 12 <sup>th</sup> standard pass or equivalent in Science stream with Mathematics as a subject from a recognized Board with one year Diploma in Computer Applications or DOEACC-A Level from		Not applicable	Two years	Promotion failing which by deputation failing both by direct recruitment.	

<p>a recognized Institute and 2 years experience in EDP work in a Government Office or PSU or Statutory or autonomous organization or recognized institution.</p> <p style="text-align: center;">Or</p> <p>Bachelors Degree in Computer Applications or Information Technology or Computer Science of a recognized University/Institute.</p> <p>(ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</p> <p><b>Note1:</b> Qualifications are relaxable at the discretion of the Staff Selection Commission or competent authority for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p><b>Note2:</b> The qualification regarding experience is/are relaxable at the discretion of the Staff Selection Commission or competent authority in case of candidates belonging to Scheduled Castes / Scheduled Tribes. If at any stage of selection, the Staff Selection Commission or competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>			
<p>In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made</p>	<p>If a Departmental Promotion Committee exists what is its composition</p>	<p>Circumstances in which Union Public Service Commission is to be consulted in making recruitments.</p>	
(11)	(12)	(13)	



<p><b>Promotion:</b> Data Entry Operator Grade 'A' in the PB-1 with Grade pay of Rs. 2400 with 5 year regular service in the grade and have successfully completed two weeks of training in relevant area as prescribed by the Department from time to time.</p> <p><b>Note 1:</b> Where junior who have completed their qualifying or eligibility service are being considered for promotion their seniors would also be considered. Provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an official prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation have been extended, shall be deemed to be service rendered in the corresponding pay or pay scale extended based on the recommendations of the Pay Commission.</p> <p><b>Deputation:</b> Officials under Central Government: - (a)(i) holding analogous posts on regular basis in the parent cadre or Department, or (ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-I: Rs. 5200-20200 with grade pay Rs.2400 or equivalent in the parent cadre or department; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under column (7).</p> <p><b>Note 1:</b> The Departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation Similarly; the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note 2:</b> The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion) consisting of;- (i) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank in-charge of Administration Group. -- Chairperson (ii) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank ( from an office other than the one in which confirmation is considered). -Member (iii) Senior Account Officer or Senior Audit Officer or Accounts Officer or Audit Officer or an officer of equivalent rank. -Member</p> <p><b>Group C Department Confirmation Committee (for considering Confirmation of direct recruits) consisting of: -</b> (i) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank in-charge of Administration Group. -- Chairperson (ii) Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director or an officer of equivalent rank (from an office other than the one in which confirmation is considered). -Member (iii) Senior Account Officer or Senior Audit Officer or Accounts Officer or Audit Officer or an officer of equivalent rank. -Member</p>	Not applicable
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<p>exceed three years.</p> <p>The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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(Authority: - **G.S.R. 12** Min of Fin., Deptt. of Exp. New Delhi, the 13<sup>th</sup> January, 2016 vide The Gazette of India January 16, 2016/PAUSA 26, 1937 [Part II-Sec. 3(i)] vide CAG's Circular No. 08-Staff(App 1)/2016 No.132-Staf(App1)/11-2014 dated 27.01.2016)

**7.1.1(xi) Recruitment Rules for the post of 'Assistant Audit Officer' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and Section officer (Audit) Recruitment Rules, 1988, Section Officer (Commercial Audit) Recruitment Rules, 1988, Assistant Accounts Officer and Assistant Audit Officer, Recruitment Rules, 2001, Assistant Audit Officer (Commercial), Recruitment Rules, 2001, except as respects things done or omitted to be done before such supersession, the President after consultation with the Comptroller and Auditor General of India, hereby makes the following rules regulating the method of recruitment to the posts of Assistant Accounts Officer and Assistant Audit Officer in the field offices of the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Accounts Officer and Assistant Audit Officer) Recruitment Rules, 2012.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Application:** - These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

**3. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**4. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

**5. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**6. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**7. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>Assistant Audit Officer</b>	9483* (2012) *Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial	Pay Band-2 (Rs.9300-34800) + Grade Pay Rs.4800	Selection	Not exceeding 30 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government. <b>Note:</b> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).
Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will	Period of probation, if any	<b>Method of recruitment :</b> whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various		

	apply in the case of promotees		methods
(7)	(8)	(9)	(10)
<p><b>Essential</b></p> <p>(i) Bachelor's Degree in Commerce or BBA (Finance) from a recognized university or C.A. or I.C.W.A.</p> <p><b>Note1:</b> -- The qualifications are relaxable at the discretion of the Union Public Service Commission, for the reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p><b>Note2:-</b> The qualification(s) regarding experience is relaxable at the discretion of the Union Public Service Commission, in case of candidates belonging to Scheduled Castes or Scheduled Tribes. If at any stage of selection the Union Public Service Commission is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	Not applicable	Two years for direct recruits and promotees. <b>Note:</b> No probation for Group 'B' Promotees.	By promotion failing which by deputation or absorption failing both by direct recruitment. <b>Note:-1</b> The direct recruits will be selected on the basis of an entrance examination conducted by the Union Public Service Commission. <b>Note:-2</b> Direct recruits will be appointed as Assistant Audit Officer on probation for a period of two years. During the period of probation he or she shall have to qualify the "Subordinate Audit Service Examination" in respective branches for confirmation and regular appointment as Assistant Audit Officer.
In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a Departmental Promotion Committee exists what is its composition		Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
(11)	(12)		(13)

<p><b>Promotion:</b> Departmental candidates who have passed the “Subordinate Accounts Service Examination” conducted by the Comptroller and Auditor General of India or any authority specified by him.</p> <p><b>Deputation absorption:</b> (I) Assistant Audit Officers or Subordinate Audit Service Examination passed staff from any other audit office of the Indian Audit and Accounts Department, failing which; (II) Assistant Accounts Officer or Subordinate Accounts Service Examination passed staff from any Accounts and Entitlement office of the Indian Audit and Accounts Department and failing both; (III) Staff qualified in any equivalent examination in any accounting or audit organization under the Central Government.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion will be eligible for consideration for appointment on deputation or absorption Similarly. Deputationists shall not be eligible for consideration for appointment by promotion. (The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).</p> <p><b>Note:</b> For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January 2006 (the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended) shall be deemed to be</p>	<p><b>Composition of Group ‘B’ Departmental Promotion Committee for considering Promotion or confirmation: -</b></p> <ol style="list-style-type: none"> <li>1. Cadre Controlling Officer in the rank of Director General or Principal Accountant General or Accountant General or Principal Director</li> <li>2. Two other officers of the rank of Director General or Principal Accountant General or Accountant General or Principal Director to be nominated by the Comptroller And Auditor General of India.</li> </ol> <p>(The senior most of them shall be the Chairperson)</p>	<p>Consultation with Commission is necessary while making direct recruitment and appointing an officer on deputation or absorption</p>
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<p>service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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**Note:** (1) The principal rules for Section Officer (Audit/Accounts) were published in Gazette of India, Part II, Section 3(i) dated 19-3-1988 G.S.R. 172 and 173 dated 12-2-1988 at pages 742-750 and corrigendum dated 15-6-1988 was published in Gazette of India, Part II, Section 3(i) dated 2-7-1988 at pages 1993-1994 vide G.S.R. 535 and 536.

(2) First amendment was published in Gazette of India, Part II, Section 3(i) dated 3-12-1994 G.S.R. 595 and 596 dated 15-11-1994 at pages 2011-14.

(3) Second amendment was published in Gazette of India, Part II, Section 3(i) dated 10-8-2002 G.S.R. 305 and 306 dated 24-7-2002 at pages 1632-1643 and corrigendum vide G.S.R. No. 108 dated 25-2-2003 at page 601.

(4) Third amendment was published in Gazette of India, Part II, Section 3(i) vide G.S.R. Nos. 117 and 118 dated 22-8-2009 at pages 438-439.

(5) The rules for Assistant Accounts Officer/Assistant Audit Officer (Commercial) were published in Gazette of India, Part II, Section 3(i) G.S.R.554 dated 21-9-2001 and G.S.R. 556 dated 21-9-2001.

{Authority: - **G.S.R. 18** Min of Fin., Deptt. of Exp. New Delhi, the 10<sup>th</sup> January, 2013 vide The Gazette of India January 12, 2013/PAUSA 22, 1934 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

#### 7.1.1(xii) **Recruitment Rules for the post of 'Audit Officer' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the president hereby makes the following rules to further amend the Indian Audit and Accounts Department (Accounts Officer / Audit Officer) Group 'B' Recruitment Rules,2001, namely: -

**1. Short title and commencement:** - (i) These rules may be called the Indian Audit and Accounts Department (Accounts Officer / Audit Officer) Group 'B' post Recruitment (Amendment) Rules, 2005.

(ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

**4. Disqualifications:** - No person,--

- (a) Who, has entered into or contracted a marriage with a person having a spouse living, or  
 (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Selection
(1)	(2)	(3)	(4)	(5)
<b>Audit Officer</b>	9483* (2012) *Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial	Rs.7500-250-12000 (5 <sup>th</sup> pay commission) *Pay Band-1 (Rs.9300-34800) + Grade Pay Rs.5400 *As per 6 <sup>th</sup> pay commission	33-1/3% of the posts are selection by merit posts, and 66-2/3% are non-selection posts.
<b>Note:</b> Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, declare not more than 10% of these posts as ex-cadre posts. Appointment to such ex-cadre post will be made on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis or with 3 years regular service in post in the scale of pay of Rs.6500-10500 (5 <sup>th</sup> pay commission) or equivalent or with 7 years regular service in posts in the scale of pay of Rs.5500-9000 (5 <sup>th</sup> pay commission) or equivalent and processing the qualifications and experience as decided by the Comptroller Auditor General of India considering the duties attached to the post.				
Age limit for direct recruits	Whether benefit of added years of service admissible	Educational and other qualifications	Whether age and educational	Period of probation, if

	under Rule 30 of the CCS(Pension) Rules, 1972	required for direct recruits	qualifications prescribed for direct recruits will apply in the case of promotees	any
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Not applicable	Nil
<b>Method of recruitment : whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various</b>				
(11)		(12)		
By promotion failing which by deputation.		<p><b>Promotion:</b> Assistant Audit Officer with six years combined service as Assistant Audit Officer and Section Officer.</p> <p><b>Note:</b> Where juniors who completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than of such qualifying / eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><b>Deputation:</b> Officers in any other cadre controlling office in the department or similar organization under government of India.</p> <p>(a)(i) Holding analogous posts of audit officer / account officer, or</p> <p>(ii) Assistant Audit Officer /Assistant Accounts Officer with 6 years combined regular service as Assistant Audit Officer /Assistant Accounts Officer and Section Officer (Audit)/Section Officer</p> <p>The Departmental Officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>		
If a Departmental Promotion Committee exists		Circumstances in which Union Public Service		



what is its composition	Commission is to be consulted in making recruitments.
(13)	(14)
<b>Group 'B' Departmental Promotion Committee (for considering Promotion): -</b> 1. Cadre Controlling Officer in the rank of Principal Accountant General/Accountant General and 2. Two other officers of the rank of Director General or Principal Accountant General/Accountant General to be nominated by the Comptroller And Auditor General of India. (The senior most of them shall be the Chairman)	Consultation with Union Public Service Commission not necessary.

{Authority: - **G.S.R.270** Min of Fin., Deptt. of Exp. New Delhi, the 29th July, 2005 vide The Gazette of India August 13, 2005/SHRAVAN 22, 1927 [Part II-Sec. 3(i)] and **G.S.R. 553** Min of Fin., Deptt. of Exp. New Delhi, the 21<sup>st</sup> September, 2001 vide The Gazette of India October 6, 2001/ASVINA 14, 1923 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

**7.1.1(xiii) Recruitment Rules for the post of 'Audit Officer (Commercial)' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the president hereby makes the following rules to further amend the Indian Audit and Accounts Department [Audit Officer (Commercial)] Group 'B' Recruitment Rules, 2001, namely: -

**1. Short title and commencement:** - (i) These rules may be called the Indian Audit and Accounts Department [Audit Officer (Commercial)] Group 'B' post Recruitment (Amendment) Rules, 2005.

(ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:**-The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

**4. Disqualifications:** - No person,--

- (a) Who, has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band And Grade Pay	Selection
(1)	(2)	(3)	(4)	(5)
<b>Audit Officer (Commercial)</b>	600* (2001) *Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial	Rs.7500-250-12000 (5 <sup>th</sup> pay commission) *Pay Band-1 (Rs.9300-34800) + Grade Pay Rs.5400 *As per 6 <sup>th</sup> pay commission	33-1/3% of the posts are selection by merit posts, and 66-2/3% are non-selection posts.

**Note:** Where the Comptroller and Auditor General of India is of the opinion that it is expedient or necessary so to do, he may by order and for reasons to be recorded in writing, declare not more than 10% of these posts as ex-cadre posts. Appointment to such ex-cadre post will be made on deputation basis from the field of selection under column 12 or from officers of the Central Government holding analogous posts on a regular basis or with 3 years regular service in post in the scale of pay of Rs.6500-10500 (5<sup>th</sup> pay commission) or equivalent or with 7 years regular service in posts in the scale of pay of Rs.5500-9000 (5<sup>th</sup> pay commission) or equivalent and processing the qualifications and experience as decided by the Comptroller Auditor General of India considering the duties attached to the post.

Age limit for direct recruits	Whether benefit of added years of service admissible under Rule 30 of CCS(Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Not applicable	Nil

<b>Method of recruitment :</b> whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made
(11)	(12)
By promotion failing which by	<b>Promotion:</b>

deputation.	<p>Assistant Audit Officer with six years combined service as Assistant Audit Officer and Section Officer.</p> <p><b>Note:</b> Where juniors who completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than of such qualifying / eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p><b>Deputation:</b> Officers in any other cadre controlling office in the department or similar organization under government of India.</p> <p>(a)(i) Holding analogous posts of audit officer / account officer, or</p> <p>(ii) Assistant Audit Officer /Assistant Accounts Officer with 6 years combined regular service as Assistant Audit Officer /Assistant Accounts Officer and Section Officer (Audit)/Section Officer</p> <p>The Departmental Officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
(13)	(14)
<p><b>Group 'B' Departmental Promotion Committee (for considering Promotion): -</b></p> <p>1. Cadre Controlling Officer in the rank of Principal Accountant General/Accountant General and</p> <p>2. Two other officers of the rank of Director General or Principal Accountant General/ Accountant General to be nominated by the Comptroller And Auditor General of India.</p> <p>(The senior most of them shall be the Chairman)</p>	Consultation with Union Public Service Commission not necessary.

{Authority: - **G.S.R.271** Min of Fin., Deptt. of Exp. New Delhi, the 29th July, 2005 vide The Gazette of India August 13, 2005/SHRAVAN 22, 1927 [Part II-Sec. 3(i)] and **G.S.R. 555** Min of Fin., Deptt. of Exp. New Delhi, the 21<sup>st</sup> September, 2001 vide The Gazette of India October 6,

2001/ASVINA 14, 1923 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

**7.1.1(xiv) Recruitment Rules for the post of 'Senior Audit Officer' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules regulating the method of recruitment to the posts of Senior Accounts/Senior Audit Officer in the field offices of the Indian Audit and Accounts Department/ other than Commercial Audit Offices and Commercial Audit Wings in Civil Audit Offices, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department (Senior Accounts/Senior Audit Officer) Group 'B' post Recruitment Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

**4. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band And Grade Pay
(1)	(2)	(3)	(4)
<b>Senior Audit Officer</b>	2512* (2002) *Subject to variation dependent on	General Central Service, Group 'B', Gazetted, Non-Ministerial	Rs.8000-275-13500 (5 <sup>th</sup> pay commission) *Pay Band-1 (Rs.15600-39100) + Grade Pay Rs.5400

	workload.		*As per 6 <sup>th</sup> pay commission
Whether Selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Age limit for direct recruits	
(5)	(6)	(7)	
Non-selection post	Not applicable	Not applicable	
Educational and other qualifications for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	<b>Method of recruitment :</b> whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)	(11)
Not applicable	Not applicable	Nil	Promotion failing which by deputation.
In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made		If a Departmental Promotion Committee exists what is its composition	
(12)		(13)	
<p>Promotion: Audit Officer with two years regular service in the grade. Note: Where juniors who completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than of such qualifying / eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service.</p> <p>Deputation: Officers under the Central Government: (a)(i) Holding analogous posts on regular basis in the parent Cadre or Department: or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.7500-12000 or equivalent in the parent cadre or Department: or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.7450-11500 or equivalent in the parent cadre or Department: or (iv) With five years' service in the grade rendered after</p>		<p>Group 'B' Departmental Promotion Committee (for Promotion): - 1. Cadre Controlling Officer in the rank of Principal Accountant General/Accountant General and 2. Two other officers of the rank of Director General or Principal Accountant General/ Accountant General to be nominated by the Comptroller And Auditor General of India. (The senior most of them shall be the Chairman)</p>	

appointment thereto on a regular basis in the scale of Rs.6500-10500 or equivalent in the parent cadre/Department: and

(b) Possessing five years experience in Finance/Budgeting/Accounts Division of any Department or Organization.

The Departmental Officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.

Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)

{Authority: - **G.S.R. 234** Min of Fin., Deptt. of Exp. New Delhi, the 10<sup>th</sup> June, 2002 vide The Gazette of India JUNE 29, 2002/ASADHA 8, 1924 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

**7.1.1(xv) Recruitment Rules for the post of 'Senior Audit Officer (Commercial)' in the field offices of IA&AD: -**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution after consultation with the Comptroller and Auditor General of India, the President hereby makes the following rules regulating the method of recruitment to the posts of Senior Audit Officer (Commercial) in Commercial Audit Offices and Civil Audit Offices (Commercial Audit Wing) in the Indian Audit and Accounts Department, namely: -

**1. Short title and commencement:** - (1) These rules may be called the Indian Audit and Accounts Department [Senior Audit Officer (Commercial)] Group 'B' post Recruitment Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of the said posts, their classification and the Scale of pay attached thereto shall be as specified in columns (2) to (4) of the Schedule.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the said Schedule.

**4. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient so to do, he may, by order, and for reason to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay
(1)	(2)	(3)	(4)
<b>Senior Audit Officer (Commercial)</b>	500* (2002) *Subject to variation dependent on workload.	General Central Service, Group 'B', Gazetted, Non-Ministerial	Rs.8000-275-13500 (5 <sup>th</sup> pay commission) *Pay Band-1 (Rs.15600-39100) + Grade Pay Rs.5400 *As per 6 <sup>th</sup> pay commission
Whether Selection post or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules, 1972	Age limit for direct recruits	
(5)	(6)	(7)	
Non-selection post	Not applicable	Not applicable	
Educational and other qualifications for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	<b>Method of recruitment :</b> whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)	(11)
Not applicable	Not applicable	Nil	Promotion failing which by deputation.
In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.	
(12)	(13)	(14)	

<p>Promotion: Audit Officer (Commercial) with two years regular service in the grade. Note: Where juniors who completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying / eligibility service by more than of such qualifying / eligibility service or two years whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying / eligibility service. Deputation: Officers under the Central Government: (a)(i) Holding analogous posts on regular basis in the parent Cadre or Department: or (ii) with two years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.7500-12000 or equivalent in the parent cadre or Department: or (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.7450-11500 or equivalent in the parent cadre or Department: or (iv) With five years' service in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-10500 or equivalent in the parent cadre/Department: and (b)Possessing five years experience in Finance/Budgeting/ Accounts Division of any Department or Organization. The Departmental Officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p>	<p>Group 'B' Departmental Promotion Committee (for Promotion): - 1. Cadre Controlling Officer in the rank of Principal Accountant General/Accountant General and 2. Two other officers of the rank of Director General or Principal Accountant General/ Accountant General to be nominated by the Comptroller And Auditor General of India. (The senior most of them shall be the Chairman)</p>	<p>Consultation with Unior Publice Service Commission not necessary.</p>
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<p>Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.)</p>		
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{Authority: - **G.S.R. 235** Min of Fin., Deptt. of Exp. New Delhi, the 10<sup>th</sup> June, 2002 vide The Gazette of India JUNE 29, 2002/ASADHA 8, 1924 [Part II-Sec. 3(i)] vide CAG's E-mail No. 334-ISW/24-2014 dated 13<sup>th</sup> March 2015}

#### 7.1.1(xvi) **Recruitment Rules for Senior Auditor in IA&AD:**

1. **Short title and commencement** - These rules may be called the I.A.&A.D (Senior Auditor) Recruitment Rules 1985.
2. **Number of posts, classification and scale of pay** - The number of the said post, its classification and the scale of pay attached there to shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.
3. **Method of recruitment, age limit, qualification etc.** - The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in column 5 to 14 of the said schedule.
4. **Disqualification** - No person.-
  - (a) Who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said post;

Provided that the Comptroller and Auditor General of India may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there are other ground for so doing, exempt any person from the operation of this rule.

5. **Power to relax** - Where the C&AG of India is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the scheduled castes, the scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the I.A. & A.D.

(Authority: - C & AG's letter No. 209-N.2/41-84, dated 11 April 1986)

### SCHEDULE

Name of the post	Number of posts	Classification	Scale of pay
(1)	(2)	(3)	(4)
Senior Auditor		General Central Services Group ('c') Ministerial Non-Gazetted.	Rs. 1400-40-1600-50-2300-EB-60-2600
Whether selection post or non-selection post.	Whether benefit of added year of service admissible under rule 30 of the C.C.S. (Pension) Rule 1972.		Age limit for direct recruits.
(5)	(6)		(7)
Non selection	Not applicable		Not applicable
Educational and other qualification for direct recruits.	Whether age and educational qualification prescribed for direct recruit will apply for promotees.	Period of probation if any	Method of recruitment: whether by direct recruitment or by promotion or by deputation transfer and percentage of vacancies to be filled by various methods.
(8)	(9)	(10)	(11)
Not applicable	Not applicable	Two years	By promotion failing which by transfer on deputation
In case of recruitment by promotion/deputation/transfer grades from which promotion/deputation/transfer to be made.	If a DPC exists what is its composition		Circumstances in which U.P.S.C. is to be consulted in (making) recruitment.
(12)	(13)		(14)
Promotion.- Auditors in the grade of Rs. 1200-1800 who have completed 3 years of regular service in the grade, and have passed the Departmental examination for auditors- Transfer on deputation:- (i) Senior Auditors from any other Audit Office;	Group 'C' DPC consisting of:- (i) Sr. DAG/DAG or officer of equivalent rank incharge of Administration group. (ii) Any other Sr. DAG/DAG officer of equivalent rank.		Not applicable

<p style="text-align: center;">or</p> <p>(ii) Auditors from any other Audit office, with three years regular service in the grade and who have passed departmental examination for auditors (Period of deputation shall ordinarily not exceed three years).</p>	<p>(iii) One senior Audit officer Note:- The Senior Officer among (i) (ii) will be the chairman.</p>	
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### 7.1.2 **Staff Selection Commission: -**

(i) **Location: -** The Commission at present has seven Regional Offices and one Deputy Regional Director's Office at Raipur (Madhya Pradesh). The Controller of Examinations (CR), Staff Selection Commission located at Raipur in Madhya Pradesh meets the requirement of staff for this region.

#### (ii) **Recruitment Test and Panels: -**

The Commission will generally hold test for the recruitment to various cadres during July-August every year and the results may be announced by the end of year. The panels will, thus, be available for recruitment in January-February of the following year. The panels will be common for various organizations including IA & AD, the requirements of which are catered to by the Commission.

#### (iii) **Procedure for filling up of vacancies in the office: -**

(a) In order that persons with better merits are equally shared by the organizations, the bulk of our requirement in a year may be made as far as possible immediately after the result of recruitment test is announced by the Commission. Therefore vacancies arising in this office during July to December every year may be filled in January of the following year i.e. soon after the result is announced.

(b) A requirement for the vacancies proposed to be filled up in January is to be sent to the Deputy Regional Director, Staff Selection Commission, Raipur (M.P.) by the end December of the preceding year in the prescribed proforma 'A'.

The vacancies arising during January to March may be filled up in April and those arising from April to June may be filled in July and a requisition therefore must be sent to the Staff Selection Commission by the end of the preceding month i.e. March and June. Timely dispatch of the requisition should be ensured.

**Note: -** The requisition to be sent to the Commission should clearly indicate the requirements not under general and reserved categories. If there is no demand, a 'Nil' requisition should be sent to the Regional Office of the Commission.

#### (iv) **List of persons recommended: -**

The Regional Office of the Commission at Raipur (M.P.) will furnish list of persons recommended for appointment along with the dossiers of each candidate in original which may include the application, and copies of various certificates as submitted by the candidates to the commission. The Accountant General (Audit)-I, will then take further steps to check the original certificates of the candidates regarding their age, educational qualifications, claim as a

member of SC / ST or an ex-service men, physically handicapped persons etc, issue offer of appointment verification of character and antecedents, medical examination etc. as per existing procedure.

**(v) Unfilled Vacancies: -**

If some of the candidates do not respond to the offers of appointments sent to them and thus the vacancies remain unfilled, these vacancies may be included in the requisition to be sent in the following quarter. A list may also be sent to the Regional Office of the Commission about the candidates who did not respond to the appointment offers made to them.

**(vi) Intimation of anticipated vacancies: -**

The Accountant General (Audit-I) will intimate the number of anticipated vacancies in the prescribed proforma (Annexure 'A') both for General and Reserved Categories which may be filled up in the following calendar year, in the month of January every year to the commission in New Delhi with copy endorsed to the concerned Regional office so that the Staff Selection Commission is able to make proper assessment of the requirement region wise before the vacancies are advertised. The Accountant General (Audit-I) need not wait for any reference from the Commission before intimating the anticipated vacancies.

**(vii) Reserved Categories: -**

(a) The Commission will normally empanel sufficient number of reserved category of persons to meet the requirements intimated to them by various offices. If any reserved category vacancies remain unfilled in any quarter because of the candidates having not responded to the offers of appointment, a fresh requisition for further names of reserved category of persons may be sent to the Regional Office at Raipur and the process may be repeated.

(b) **De-Reservation:** - If the Regional Office has no persons left on the panels, the vacancies may be got dereserved from the Department of Personnel by reference through the CAG's Office by following the procedure.

(viii) **Age Relaxation:** - Any age relaxation to the extent necessary in the case of persons who have been appointed, while they were within age on the crucial date as prescribed by the Staff Selection Commission in the notice relating to the examination in which they have qualified, may be given by the Accountant General. It should be presumed that the candidates were within age on the crucial date.

(ix) **Sport quota etc.:** - The appointments against sports quota and also on compassionate grounds will continue to be made as per existing orders.

(Authority: - C&AG's Letter No. 533-NGE-III / 51-NGE-II/75-II, dated 23-2-1979)

**Annexure 'A'**  
[Referred to Para 7.1.2 (iii) b]

**INDIAN AUDIT & ACCOUNTS DEPARTMENT**

**PROFORMA FOR SENDING REQUISITION FOR CANDIDATES FOR RECRUITMENT**

Vacancies of Auditors/clerks/Stenographers to be filled for the period \_\_\_\_\_ from the Auditors /clerks/Stenographers examination held by the Staff Selection Commission during \_\_\_\_\_ .

1. Name of the posts  
(In the case of Stenographers the scale of pay and the Minimum speed in short- hand required as per Recruitment Rules may be indicated)
2. Name of the Office:
3. Full Address of the Office:
4. State / UT in which located:
5. Zone (out of 8 Zones mentioned on back page) in which located.
6. Number of vacancies to be filled by: -
  - (a) General Category candidates.
  - (b) S.C. candidates.
  - (c) S.T. candidates.
  - (d) Ex- Servicemen.
  - (e) Any other category for which reservation has been made.
7. States: -
  - (a) Whether reserved vacancies can be treated as automatically unreserved in case sufficient number of candidates are not available in these categories from the examination;  
or
  - (b) Whether the reserved vacancies can be treated as unreserved only after de-reservation orders are obtained.
8. Name and Roll Number of departmental candidates who had appeared in the examination with relaxation in upper age limit up to 35 years. (Information to be supplied only in the case of Auditors / Clerks)

Station.....  
Date.....

Signature.....  
Designation.....  
Office Seal.....

Proforma 'A'

**INDIAN AUDIT & ACCOUNTS DEPARTMENT**

**Proforma indicating Number of anticipated vacancies to be filled in the following year to be sent in January every year in respect of Auditors / Clerks / Stenographers.**

(Year for which vacancies anticipated)

1. Name of the posts  
(In the case of Stenographers the scale of pay and the Minimum speed in short- hand required as per Recruitment Rules may be indicated)
2. Name of the Office:
3. Full Address of the Office:
4. State / UT in which located:
5. Zone (out of 8 Zones mentioned on back page) in which located.
6. Number of vacancies to be filled by: -
  - (a) General Category candidates.
  - (b) S.C. candidates.
  - (c) S.T. candidates.
  - (d) Ex- Servicemen.
  - (e) Any other category for which reservation has been made.
7. States: -
  - (a) Whether reserved vacancies can be treated as automatically unreserved in case sufficient number of candidates are not available in these categories from the examination;  
or
  - (b) Whether the reserved vacancies can be treated as unreserved only after de-reservation orders are obtained.
8. Name and Roll Number of departmental candidates who had appeared in the examination with relaxation in upper age limit up to 35 years. (Information to be supplied only in the case of Auditors / Clerks)
9. Total approximate number of vacancies likely to be filled from the examination to be held in (year).

Station.....  
Date.....

Signature.....  
Designation.....  
Office Seal.....

## 7.2 Eligibility for appointment: -

A candidate for appointment in an Audit Office must be: -

- (a) Citizen of India, or
- (b) Subject of Nepal, or
- (c) Subject of Bhutan, or
- (d) Tibetan refugees who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently setting in India, or
- (e) Person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania, Zambia, Maland, Zaire and Ethiopia with the intention of permanently setting in India;

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been given by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by recruiting authority and he may also be provisionally given to him by the Government of India.

(Authority: - C & AG's Endt. No.601-NGE-II/51-75-III, dated 20 May 1977 and Para 274 and 275 of CAG's MSO (Admn.) Vol.-I)

### 7.2.2 Plural marriages: -

No person,

(a) Who has more than one wife living or who having spouse living, or marriage where such marriage is void by reason of its taking place during the lifetime of such spouse shall be eligible for appointment to service, and

(b) No women whose marriage is void by the reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, to except any person from the operation of this rule.

[Authority: - Para 276 of CAS's M.S.O. (A) Vol.-I]

### 7.2.3 Age-limits for direct recruits: -

Please see Para 7.1.1 of this manual.

### 7.2.4 Relaxation of Age in Case of retrenched employees: -

Upper age-limit is relaxable in case of retrenched employees, bonafied displaced Gold Smiths, Ex-servicemen, blind, deaf and orthopedically handicapped persons, persons of Indian origin employed in Government service in the East African Countries of Kenya, Uganda, etc. who have migrated to India due to constitutional changes and repatriates from Burma and Sri Lanka who migrated on or after 1.6.1963 and 1-11-1964 respectively and displaced persons from East Pakistan (now Bangladesh) on or after 1-1-1964 to the extent indicated below: -

**(a) Retrenched Central Government Employees: -**

(i) For the purpose of relaxation of age-limit a retrenched Central Government employee is defined as a person who was employed under the G.O.I. for a continuous period of not less than six months and who was retrenched or declared surplus as a result of the recommendations of the Economy unit or due to normal reduction in Establishment.

(ii) The age of entry of such persons should be compounded by deducting from their actual age, the period of previous service rendered by them and if the result and age does not exceed the prescribed maximum age-limit by more than three years, they should be deemed to satisfy the condition of appointment to the post in question in respect of maximum age.

(Authority: - CAG's Endt. No. 5809-NGE-III/72-59, dated 11-1-1960 and No. 1211-NGE-II 72-64, dated 4-2-1964)

(iii) Before admitting a retrenched Central Government Employee to the service he/she should be required to produce a certificate from his/her last employer. Such a certificate should invariably be given to the retrenched employees.

(iv) For recruitment of Retrenched employees or surplus staff of the Director of census operation there will be no restriction of upper age-limit.

(Authority: - C&AG's letter No. 158-NGE-II/51-71 II, dated 21 January 1972 and letter No. 32-NGE-II / 51-71, dated 5 January 1972)

(v) Proficiency in typewriting as a prerequisite qualification before appointment of clerks shall be applicable also to all the cases of retrenched Census employees, considered for the post of Clerks.

(Authority: - C&AG's circular No. 1982-NGE-II/87-74, dated 13 August 1974 and No. 2540 NGE-II / 51-71-VI, dated 17 October 1974)

**(b) Displaced persons: -**

A displaced person shall mean a person who was ordinarily resident in the territories comprising East Pakistan (Now Bangladesh) but on account of Civil disturbances or on account of the partition of India has migrated: -

(i) In the case of persons migrating from Noakhati District of Camilla (Now forming part of East Pakistan) on or after October 1946.

(ii) In the case of persons migrating from any other area in East Pakistan, on or after the 1 June 1947 to the territories not included in the Union of India with the intention of taking up permanent residence in such territories.

(Authority: - C&AG's letter No. 48-Rs/28-56, dated 13 July 1956)

(iii) Age and Fee concessions granted to: -

(a) Displaced persons from east while East Pakistan (now Bangladesh)



- (b) Repatriates of India origin from Burma and Sri Lanka, and
- (c) Repatriates from East African countries and Vietnam.

These are extended on year to year basis and a list of concessions admissible to the above categories of persons is embodied under Department of Personnel and A.R. O.M. No. 15012/4/78-Estt. (D) dated 3 November 1981.

(Authority: - C&AG's circular No. 3591-NGE-III/73-NGE-II/78, dated 4 September 1981)

#### 7.2.5 **Relaxation of upper age limit for departmental Candidates for appointment to Group 'C' and Group 'D' posts: -**

The departmental candidates may be allowed to compete along with candidates from the open market up to the age of 40 years for Group 'C' posts in the case of general candidates and 45 years in the case of Scheduled Castes and Scheduled Tribes.

This concession will be subject to the usual condition that the direct recruitment posts in Group 'C' posts are in the same line or allied cadres and a relationship could be established that service rendered in the posts will be useful for efficient discharge of the duties in the other categories of posts. This concession will be applicable for the Group 'D' posts also subject to the same conditions.

The age relaxation up to 40/45 years as the case may be, for appointment to Group 'C' and Group 'D' post will be available only to those departmental candidates who have rendered at least 3 years service under Government.

(Authority: - G.I., Dept. of Per. & Trg., O.M. No. 15012/1/88-Estt.(D), dated 20-5-1988 and dated 30-1-1990)

#### 7.2.6 **Age relaxation: -**

Widows and women separated from their husbands for appointment in Group 'C' and Group 'D' posts.

(a) For the purpose of appointment to Group 'C' & 'D' posts under the Central Government filled through the Staff Selection Commission and Employment Exchange, the judicially separated from their husbands who are not remarried shall be relaxed up to the age of 35 years limit for SC/ST Widows/Divorces.

(Authority: - C&AG's letter No. 443-NGE-I/51-NGE-III/79/III, dated 5-2-1980)

(b) A lady candidate who claims age relaxation in terms of G.O. I.M.O. H.A. (DP + Ar.) O.M. dated 19-1-1980 read with CAG's letter No. 443/NGE/51/NGE-III/79 dated 5-2-80 shall be required to produce a certified copy of the judgment / decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.

(Authority: - C&AG's circular letter No. 2384-No.3/83, dated 3-10-1983)

#### 7.2.7 **Relaxation of age limits for SC/ST and other special categories provisions in the recruitment rules: -**

The following saving clause may, henceforth be incorporated in the Recruitment Rules to implement the Government policy in regard to relaxation of age for SC/ST and other special category of persons.

“Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for SC/ST and other concessions required to be provided for SC/ST and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.”

(Authority: - G.O.I.M.O.H.A. DOP+AR. O.M. No. 36011/9/76-Estt. (SCT) dated 7-3-1978 and CAG’s Endt. No. 802-NGE-II/6578 II-dated 22-4-1978)

**7.2.8 Relaxation of upper age limit for staff car driver for appearing in the clerks grade examination conducted by the S.S.C.: -**

The staff car drivers, who are educationally qualified for appointment to the post of Clerk, may be allowed to do so with relaxation of age up to 35 years. The concession is admissible only when the employee has rendered not less than 3 years of continuous regular service in the department.

(Authority: - G.O.I.M.O.H.A. O.M. No. 22011/15/81-Estt. (D), dated 4-7-1983)

**7.3 Minimum Educational qualification: -**

**7.3.1 (i) Auditors: - (Direct recruits)**

Please see Para 7.1.1(iii) of this manual.

**(ii) Clerks: - (Direct recruits)**

Please see Para 7.1.1(ii) of this manual.

**(iii) Stenographers (Direct Recruits)**

Please see Para 7.1.1(viii) of this manual.

**(iv) Group ‘D’ employees: -**

Please see Para 7.1.1(i) of this manual.

**7.3.2 Recognition of Degrees, Diplomas etc.: -**

(i) In the case of Degrees/diplomas awarded by the universities in India which are incorporated by an Act of the Central/State legislature in India and other educational institutions established by an Act of parliament, no formal orders recognizing such degrees/diplomas should be recognised by the Central or State Government.

(ii) Similarly no orders are required for the formal recognition of any certificate or diploma awarded by the Board of Secondary and Intermediate Education duly setup and recognized by the Central or State Government Concerned.

(iii) If, however, there is any doubt whether any particular university is or is not incorporated by an Act of legislature or the degree or diploma to which a specified degree or diploma should be regarded as equivalent, a reference would be made to the Ministry of Human Resources Development for clarification. Doubts if any concerning education Board may be similarly clarified.

(Authority: - CAG’s letter No. 1745-NGE-III/290-61, dated 12-7-1962)

7.3.3 The following examinations have also been recognized by Government of India: -

	<b>Name of the Examination</b>	<b>As equivalent</b>
1.	Navin Uttar Madhyama (With English)	High School Examination
2.	Navin Shastri (With English)	Intermediate Arts Examination or a pass in first year Examination of 3 year degree course.
3.	Navin Acharya (With English at Shastri State)	B.A. Degree

Government of India in consultation with the UPSC recognized the above examinations for various educational qualifications in general educational set up.

(Authority: - G.O.I. Cabinet Secretariat (DOP+AR) O.M. No. 6/5/72-Estt.(D), dated 30-9-1975)

7.3.4 **Recognition of General academic qualifications for purpose of recruitment under Central Government: -**

The Govt. of India has decided to recognize the under noted qualifications as equivalent for the purpose of employment: -

(i) 12 years High School Diploma awarded in the U.S.A. for the purpose of employment as equivalent to High Secondary certificate in academic as well as vocational education.

(Authority: - G.O.I. M.O.H.A. DOP+AR O.M. No. 14021/1/77-Estt.(D), dated 28-1-1987)

(ii) To recognize the Secondary school certificate from U.S.S.R. for the purpose of employment as equivalent to Higher Secondary School leaving certificate (after 11 years of schooling) in India for employment purposes.

(Authority: - G.O.I.M.O.H.A. DOPAR O.M. No. 14021/1/77 Estt. (D), dated 30-5-1978 received under CAG's letter No. 1455-NGE-II/51-78-II, dated 17-6-1978)

(iii) Seventh Standard pass in the State of Maharashtra represents the completion of middle school education. The Middle School stage is from Vth to VIIth class and High School stage from VIIIth to Xth Class. A Candidate, who has passed class VII from a recognized Government School in Maharashtra, will be treated as Middle School pass for the purpose of employment under the Central Government.

(Authority: - G.O.I.M.O. P&T, AR+PG+P O.M. No. 14036/2/85 Estt. (D), dated 14-10-1985 received under CAG's Endorsement No. 3778-N-3/31-85, dated 14-11-1985)

7.4.1 **Reservation roster-Post based: -**

The existing 200-point, 40-point and 120-point vacancy-based rosters shall be replaced by post-based rosters. All Ministries/Departments and concerned Authorities are requested to

prepare the respective rosters based on the principles elaborated in the Explanatory Notes given in **Annexure-I** to this O.M. and illustrated in the Model Rosters annexed to this O.M. as **Annexure-II, III and IV**. Similarly, the concerned authorities may prepare rosters to replace the existing 100-point rosters in respect of local recruitment to Group C & D posts on the basis of the same, principles.

1. The principles for preparing the rosters elaborated upon in the Explanatory Notes; are briefly recapitulated below:

a) Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions;

b) The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre Strength in future, the rosters shall be expanded / contracted correspondingly;

c) Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable recruitment 'rules. Thus, in a cadre of, say, 200 posts, Where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters -- one for direct recruitment and one for promotion (when reservation in promotion applies) -- each comprising 100 points shall be drawn upon the lines of the respective model rosters;

d) Since reservation does not apply to transfer on deputation/transfer, where the recruitment rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;

e) In small cadres of upto 13 posts, the method prescribed for preparation of rosters does not permit reservation to be made for all the three categories. In such cases, the administrative Ministries/Departments may consider grouping of posts in different cadres as prescribed in this Department's O.M. No. 42/21/49-NGS dated 28.1.1952 and subsequent order' reproduced at pages 70 to 74 of the Brochure - on reservation for Scheduled Castes & Scheduled Tribes (English Edition) and prepare common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed rosters (Appendices to Annexures-II, III & IV) for cadre strength upto 13 Posts may be followed. The principles of operating these rosters are explained in the explanatory notes.

2. At the stage of initial operation of a roster, it will be necessary to adjust the existing appointments in the roster. This will also help in identifying the excesses/shortages, if any, in the respective categories in the cadre. This may be done starting from the earliest appointment and making an appropriate remark- "utilized by "SC/ST/OBC/GEN.", as the case may be, against each point in the rosters as explained in the explanatory notes appended to the model rosters. In making these adjustments, appointments of candidates belonging to SCs/STs/OBCs which were made on merit (and not due to reservation) are not to be counted towards reservation so far as direct recruitment is concerned. In other words, they are to be treated as general category appointments.

3. Excess, if any, would be adjusted through future appointments and the existing appointments 'would not be disturbed.

4. All Ministries/Departments are requested to initiate immediate action to prepare rosters and separate them according to these guidelines.

5. The existing orders on the subject are deemed to have been amended to the extent herein.
6. These orders shall take effect from the date of their issue. However, where selections have already been finalized they need not be disturbed and the necessary adjustments in such cases may be made in future. In other cases, recruitment may be withheld till the revised rosters are brought into operation and recruitment effected in accordance with these instructions.

**Annexure-I to OM No. 36012/2/96-Estt.(Res) dated 02.07.1997**

**EXPLANATORY NOTES:-**

**Principles for making & operating post based rosters.**

1. As hitherto, these rosters are only an aid to determine the entitlement of, different categories with regard to the quota reserved for them. They are not to determine seniority.
2. The model rosters have been drawn up keeping in mind two fundamental principles the reservation for the entitled categories is to be kept within the prescribed percentage of reservation and the total reservation should in no case exceed 50% of the cadre.
3. There should be separate rosters for direct recruitment and for promotions where reservation in promotion applies.
4. The number of points in each roster shall be equal to the number of posts in a cadre.
5. While cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise posts required to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. To illustrate, in a cadre comprising 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruitment and promotions, the roster for direct recruitment shall have 100 points and that for promotion shall have 100 points - thus making a total of 200.
6. As indicated in the model roster, the method for making a roster is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the-multiple for a community obtains a complete number or oversteps the number is to be reserved for that community -- while taking care to evenly space out the different reserved categories. Thus, at point no. 15, in the roster at Annexure-II both OBC and SC get entitled. However, since earlier reserved point has gone to OBC, point no. 15 has been reserved for SC and point no. 16 for OBC.
7. Since reservation does not apply to transfer/ transfer on deputation, where rules prescribe a percentage of posts to be filled by this method, the corresponding proportion of posts should be excluded while drawing up the rosters.
8. It would be noted that at the end of the roster, "squeezing" has been done for the reserved categories to reach the number of posts to be reserved for them without violating the 50% limit laid down by the Courts. While drawing up rosters, the cadre controlling authorities should similarly "squeeze" the last points of the roster. Such squeezing may not, however, be done where it would violate the rule of 50%.

9. Whenever there is any increase or decrease in the cadre strength, the roster shall be correspondingly expanded or contracted. The same will also apply whenever there is a change in recruitment rules which affects the proportion of posts to be filled by a Particular mode of recruitment.

10. The roster is to be operated on the principle of replacement and not as a "running account" as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement etc. of persons occupying these points shall be filled by appointment of persons of the respective categories.

11. While operating the roster, persons belonging to communities for whom reservation has been made, but who are appointed on merit and not owing to reservation, should not be shown against unreserved points. They will occupy the unreserved points.

12. In the case of small cadres (upto 13 posts) all the posts shall be earmarked on the same pattern as in the model post based rosters. Initial recruitment against these posts shall be by the category for which the post is earmarked. Replacement of incumbents of posts shall be by rotation as shown horizontally against the cadre strength as applicable. While operating the relevant roster, care will have to be taken to ensure that on no occasion the percentage of reserve category candidates exceed 50%. If such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.

#### **INITIAL OPERATION:-**

1. At the point of initial operation of the roster, it will be necessary to determine the actual representation of the incumbents' belonging to different' categories in a cadre vis-à-vis the posts earmarked for each category viz. SC/ST/OBC and General in the roster. This may be done to splitting the appointments made against each point roster starting with the earliest appointee. Thus if the earlier appointee in the cadre happens to be a candidate belonging to the scheduled Cast, against point No. 1 of the roster, the remark "Utilized by SC" Shall he entered. If the next appointee is a general Category candidate, the remark "Utilized by general category" shall be made against point No. 2 and so on and so forth till all appointments are adjusted in the respective rosters. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment, shall be treated as general category candidates.

2. After completing the adjustment as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement etc. of candidates belonging to such categories shall be filled by appointment of candidates belonging to the categories to which the relevant roster points, against which the excesses occur, belong.

3. Since recruitment is generally vacancy based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should however be the goal.

ANNEXURE-II TO O.M. DATED 02.07.1997FOR DIRECT RECRUITMENT

OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Sl. No. of Post	Share of entitlement			Category for which the post should be earmarked.
	SC 15%	ST 7.5%	OBC 27%	
1.	0.15	0.075	0.27	UR
2.	0.30	0.15	0.54	UR
3.	0.45	0.225	0.81	UR
4.	0.6	0.3	1.08	OBC-1
5.	0.75	0.375	1.35	UR
6.	0.90	0.45	1.62	UR
7.	1.05	0.525	1.89	SC-1
8.	1.2	0.6	2.16	OBC-2
9.	1.35	0.675	2.43	UR
10.	1.5	0.75	2.7	UR
11.	1.65	0.825	2.97	UR
12.	1.8	0.9	3.24	OBC-3
13.	1.95	0.975	3.51	UR
14.	2.1	1.05	3.78	ST-1
15.	2.25	1.125	4.05	SC-2
16.	2.40	1.2	4.32	OBC-4
17.	2.55	1.275	4.59	UR
18.	2.70	1.35	4.86	UR
19.	2.85	1.425	5.13	OBC-5
20.	3.00	1.5	5.4	SC-3
21.	3.15	1.575	5.67	UR
22.	3.30	1.65	5.94	UR
23.	3.45	1.725	6.21	OBC-6
24.	3.60	1.8	6.48	UR
25.	3.75	1.875	6.75	UR
26.	3.90	1.95	7.02	OBC-7
27.	4.05	2.025	7.29	SC-4
28.	4.20	2.1	7.56	ST-2
29.	4.35	2.175	7.83	UR
30.	4.50	2.25	8.10	OBC-8
31.	4.65	2.325	8.37	UR
32.	4.80	2.4	8.64	UR
33.	4.95	2.475	8.91	UR
34.	5.10	2.55	9.18	OBC-9
35.	5.25	2.625	9.54	SC-5
36.	5.40	2.7	9.72	UR

37.	5.55	2.775	9.99	UR
38.	5.70	2.85	10.26	OBC-10
39.	5.85	2.925	10.53	UR
40.	6.00	3	10.8	ST-3
41.	6.15	3.075	11.07	SC-6
42.	6.30	3.15	11.35	OBC-11
43.	6.45	3.225	11.61	UR
44.	6.60	3.3	11.88	UR
45.	6.75	3.375	12.15	OBC-12
46.	6.90	3.45	12.63	UR
47.	7.05	3.525	12.62	SC-7
48.	7.20	3.6	12.96	UR
49.	7.35	3.675	13.23	OBC-13
50.	7.50	3.75	13.5	UR
51.	7.65	3.025	13.77	UR
52.	7.80	3.9	14.04	OBC-14
53.	7.95	3.975	14.31	UR
54.	8.10	4.05	14.58	SC-8
55.	8.25	4.125	14.85	ST-4
56.	8.40	4.2	15.12	OBC-15
57.	8.55	4.275	15.39	UR
58.	8.70	4.35	15.65	UR
59.	8.85	4.425	15.93	UR
60.	9.00	4.5	16.2	OBC-16
61.	9.15	4.575	16.47	SC-9
62.	9.30	4.65	16.74	UR
63.	9.45	4.725	17.01	OBC-17
64.	9.60	4.8	17.28	UR
65.	9.75	4.875	17.55	UR
66.	9.90	4.95	17.82	UR
67.	10.05	5.025	18.09	OBC-18
68.	10.20	5.1	18.36	SC-10
69.	10.35	5.175	18.63	ST-5
70.	10.50	5.25	10.9	UR
71.	10.65	5.325	19.17	OBC-19
72.	10.80	5.4	19.44	UR
73.	10.95	5.475	19.71	UR
74.	11.10	5.55	19.98	SC-11
75.	11.25	5.625	20.25	OBC-20
76.	11.40	5.7	20.52	UR
77.	11.55	5.775	20.79	UR
78.	11.70	5.85	21.06	OBC-21
79.	11.85	5.925	21.33	UR
80.	12.00	6	21.6	ST-6
81.	12.15	6.075	21.87	SC-12
82.	12.30	6.15	22.14	OBC-22
83.	12.45	6.225	22.41	UR
84.	12.60	6.3	22.68	UR
85.	12.75	6.375	22.95	UR



86.	12.90	6.45	23.22	OBC-23
87.	13.05	6.525	23.49	SC-13
88.	13.20	6.6	23.76	UR
89.	13.35	6.675	24.03	OBC-24
90.	13.50	6.75	24.3	UR
91.	13.65	6.025	24.57	UR
92.	13.80	6.9	24.84	UR
93.	13.95	6.975	25.11	OBC-25
94.	14.10	7.05	25.38	SC-14
95.	14.25	7.125	25.65	ST-7
96.	14.40	7.2	25.92	UR
97.	14.55	7.275	26.19	OBC-26
98.	14.70	7.35	26.46	UR
99.	14.85	7.425	26.73	SC-15*
100.	15.00	7.5	27	OBC-27*
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28
105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.5	8.025	28.89	SC-16
108.	16.2	8.10	29.16	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.625	31.05	OBC-31
116.	17.40	8.70	31.32	UR
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR
125.	18.75	9.375	33.75	UR
126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36

135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22
148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41
153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42
157.	23.55	11.775	42.39	UR
158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR
171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR
180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR

184.	27.60	13.80	49.68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	OBC-50
187.	28.05	14.025	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR
191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200.	30	15	54	OBC-54*

\* \* To allot requisite number of posts without violating rule of 50%.

APPENDIX TO ANNEEURE-II TO  
O.M DATED 02-07-1997

DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Model Roster for cadre strength upto 13 Posts

REPLACEMENT NO.

Cadre	Initial	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
Strength Recruitment														
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

- Note:- 1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L".
2. All the posts of a cadre are to be earmarked for the categories shown under column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.
3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

ANNEXURE-III TOOM DATED 02.07.1997**FOR PROMOTION**

**OBJECTIVE:- REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.**

**MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS**

Sl. No. of Post	Share of entitlement		Category for which the post should be earmarked.
	SC	ST	
	15%	7.5%	
1.	0.15	0.075	UR
2.	0.30	0.15	UR
3.	0.45	0.225	UR
4.	0.6	0.3	UR
5.	0.75	0.375	UR
6.	0.90	0.45	UR
7.	1.05	0.525	SC-1
8.	1.2	0.6	UR
9.	1.35	0.675	UR
10.	1.5	0.75	UR
11.	1.65	0.825	UR
12.	1.8	0.9	UR
13.	1.95	0.975	UR
14.	2.1	1.05	ST-1
15.	2.25	1.125	SC-2
16.	2.40	1.2	UR
17.	2.55	1.275	UR
18.	2.70	1.35	UR
19.	2.85	1.425	UR
20.	3.00	1.5	SC-3
21.	3.15	1.575	UR
22.	3.30	1.65	UR
23.	3.45	1.725	UR
24.	3.60	1.8	UR
25.	3.75	1.875	UR
26.	3.90	1.95	UR
27.	4.05	2.025	SC-4
28.	4.20	2.1	ST-2
29.	4.35	2.175	UR
30.	4.50	2.25	UR
31.	4.65	2.325	UR
32.	4.80	2.4	UR
33.	4.95	2.475	UR
34.	5.10	2.55	UR

35.	5.25	2.625	SC-5
36.	5.40	2.7	UR
37.	5.55	2.775	UR
38.	5.70	2.85	UR
39.	5.85	2.925	UR
40.	6.00	3	ST-3
41.	6.15	3.075	SC-6
42.	6.30	3.15	UR
43.	6.45	3.225	UR
44.	6.60	3.3	UR
45.	6.75	3.375	UR
46.	6.90	3.45	UR
47.	7.05	3.525	SC-7
48.	7.20	3.6	UR
49.	7.35	3.675	UR
50.	7.50	3.75	UR
51.	7.65	3.825	UR
52.	7.80	3.9	UR
53.	7.95	3.975	UR
54.	8.10	4.05	SC-8
55.	8.25	4.125	ST-4
56.	8.40	4.2	UR
57.	8.55	4.275	UR
58.	8.70	4.35	UR
59.	8.85	4.425	UR
60.	9.00	4.5	UR
61.	9.15	4.575	SC-9
62.	9.30	4.65	UR
63.	9.45	4.725	UR
64.	9.60	4.8	UR
65.	9.75	4.875	UR
66.	9.90	4.95	UR
67.	10.05	5.025	UR
68.	10.20	5.1	SC-10
69.	10.35	5.175	ST-5
70.	10.50	5.25	UR
71.	10.65	5.325	UR
72.	10.80	5.4	UR
73.	10.95	5.475	UR
74.	11.10	5.55	SC-11
75.	11.25	5.625	UR
76.	11.40	5.7	UR
77.	11.55	5.775	UR
78.	11.70	5.85	UR
79.	11.85	5.925	UR
80.	12.00	6	ST-6
81.	12.15	6.075	SC-12
82.	12.30	6.15	UR
83.	12.45	6.225	UR
84.	12.60	6.3	UR
85.	12.75	6.375	UR

86.	12.90	6.45	UR
87.	13.05	6.525	SC-13
88.	13.20	6.6	UR
89.	13.35	6.675	UR
90.	13.50	6.75	UR
91.	13.65	6.825	UR
92.	13.80	6.9	UR
93.	13.95	6.975	UR
94.	14.10	7.05	SC-14
95.	14.25	7.125	ST-7
96.	14.40	7.2	UR
97.	14.55	7.275	UR
98.	14.70	7.35	UR
99.	14.85	7.425	SC-15*
100.	15.00	7.5	UR
101.	15.15	7.575	UR
102.	15.30	7.65	UR
103.	15.45	7.725	UR
104.	15.60	7.80	UR
105.	15.75	7.875	UR
106.	15.90	7.95	UR
107.	16.5	8.025	SC-16
108.	16.2	8.10	ST-8
109.	16.35	8.175	UR
110.	16.50	8.25	UR
111.	16.65	8.325	UR
112.	16.80	8.40	UR
113.	16.95	8.475	UR
114.	17.10	8.55	SC-17
115.	17.25	8.625	UR
116.	17.40	8.70	UR
117.	17.55	8.775	UR
118.	17.70	8.85	UR
119.	17.85	8.925	UR
120.	18	9	ST-9
121.	18.15	9.075	SC-18
122.	18.30	9.15	UR
123.	18.45	9.225	UR
124.	18.60	9.30	UR
125.	18.75	9.375	UR
126.	18.90	9.45	UR
127.	19.05	9.525	SC-19
128.	19.20	9.60	UR
129.	19.35	9.675	UR
130.	19.50	9.75	UR
131.	19.65	9.825	UR
132.	19.80	9.90	UR
133.	19.95	9.975	UR
134.	20.10	10.05	UR
135.	20.25	10.125	SC-20
136.	20.40	10.20	ST-10

137.	20.55	10.275	UR
138.	20.70	10.35	UR
139.	20.85	10.425	UR
140.	21	10.50	SC-21
141.	21.15	10.575	UR
142.	21.30	10.65	UR
143.	21.45	10.725	UR
144.	21.60	10.80	UR
145.	21.75	10.875	UR
146.	21.90	10.95	UR
147.	22.05	11.025	SC-22
148.	22.20	11.10	ST-11
149.	22.35	11.175	UR
150.	22.50	11.25	UR
151.	22.65	11.325	UR
152.	22.80	11.40	UR
153.	22.95	11.475	UR
154.	23.10	11.55	SC-23
155.	23.25	11.625	UR
156.	23.40	11.70	UR
157.	23.55	11.775	UR
158.	23.70	11.85	UR
159.	23.85	11.925	UR
160.	24	12	ST-12
161.	24.15	12.075	UR
162.	24.30	12.15	SC-24
163.	24.45	12.225	UR
164.	24.60	12.30	UR
165.	24.75	12.375	UR
166.	24.90	12.45	UR
167.	25.05	12.525	UR
168.	25.20	12.60	SC-25
169.	25.35	12.675	UR
170.	25.50	12.75	UR
171.	25.65	12.825	UR
172.	25.80	12.90	UR
173.	25.95	12.975	UR
174.	26.10	13.05	SC-26
175.	26.25	13.125	ST-13
176.	26.40	13.20	UR
177.	26.55	13.275	UR
178.	26.70	13.35	UR
179.	26.85	13.425	UR
180.	27	13.50	SC-27
181.	27.15	13.575	UR
182.	27.30	13.65	UR
183.	27.45	13.725	UR
184.	27.60	13.80	UR
185.	27.75	13.875	UR
186.	27.90	13.95	UR
187.	28.05	14.025	SC-28



188.	28.20	14.10	ST-14
189.	28.35	14.175	UR
190.	28.50	14.25	UR
191.	28.65	14.325	UR
192.	28.80	14.40	UR
193.	28.95	14.475	UR
194.	29.10	14.55	SC-29
195.	29.25	14.625	UR
196.	29.40	14.70	UR
197.	29.55	14.775	UR
198.	29.70	14.85	ST-15*
199.	29.85	14.925	SC-30*
200.	30	15	UR

\* To allot requisite number of posts without violating rule of 50%.

**APPENDIX TO ANNEXURE-III****TO OM DATED 02.07.1997****Model Roster for cadre strength upto 13 Posts****REPLACEMENT NO.**

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	OBC	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	UR	ST									
11.	UR	UR	UR	ST										
12.	UR	UR	ST											
13.	UR	ST												

Note:- 1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"

2. All the posts of a cadre are to be earmarked for the categories shown under column initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

**O.M. DATED 2-7-1997**FOR DIRECT RECRUITMENT

## II

OBJECTIVE: - REPRESENTATION OF EACH OF THE RESERVED CATEGORY SHOULD AT NO POINT OF TIME EXCEED THE RESERVATION PRESCRIBED FOR IT.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS  
FOR DIRECT RECRUITMENT ON ALL INDIA BASIS OTHERWISE THAN BY OPEN  
COMPETITION.

Sl. No. of Post	Share of entitlement			Category for which the post should be earmarked.
	SC 16.66%	ST 7.5%	OBC 25.84%	
1.	0.166	0.075	0.258	UR
2.	0.332	0.150	0.516	UR
3.	0.498	0.225	0.774	UR
4.	0.664	0.300	1.032	OBC-1
5.	0.830	0.375	1.290	UR
6.	0.996	0.450	1.548	UR
7.	1.162	0.525	1.806	SC-1
8.	1.328	0.600	2.064	OBC-2
9.	1.494	0.675	2.322	UR
10.	1.660	0.750	2.580	UR
11.	1.826	0.825	2.838	UR
12.	1.992	0.900	3.096	OBC-3
13.	2.158	0.975	3.354	SC-2
14.	2.324	1.050	3.612	ST-1
15.	2.490	1.125	3.870	UR
16.	2.656	1.200	4.128	OBC-4
17.	2.822	1.275	4.386	UR
18.	2.988	1.350	4.644	UR
19.	3.154	1.425	4.902	SC-3
20.	3.320	1.500	5.160	OBC-5
21.	3.486	1.575	5.418	UR
22.	3.652	1.650	5.676	UR
23.	3.818	1.725	5.934	UR
24.	3.984	1.800	6.192	OBC-6
25.	4.150	1.875	6.480	SC-4
26.	4.316	1.950	6.708	UR
27.	4.482	2.025	6.966	ST-2
28.	4.648	2.100	7.224	OBC-7
29.	4.814	2.175	7.482	UR
30.	4.980	2.250	7.740	UR

31.	5.146	2.325	7.998	SC-5
32.	5.312	2.400	8.256	OBC-8
33.	5.478	2.475	8.516	UR
34.	5.644	2.550	8.772	UR
35.	5.810	2.625	9.030	OBC-9
36.	5.976	2.700	9.288	UR
37.	6.142	2.775	9.546	SC-6
38.	6.308	2.850	9.804	UR
39.	6.474	2.925	10.062	OBC-10
40.	6.640	3.000	10.320	ST-3
41.	6.806	3.075	10.578	UR
42.	6.972	3.150	10.836	UR
43.	7.138	3.225	11.094	SC-7
44.	7.304	3.300	11.352	OBC-11
45.	7.470	3.375	11.610	UR
46.	7.636	3.450	11.868	UR
47.	7.802	3.525	12.126	OBC-12
48.	7.968	3.600	12.384	UR
49.	8.134	3.675	12.642	SC-8
50.	8.300	3.750	12.900	UR
51.	8.466	3.825	13.158	OBC-13
52.	8.632	3.900	13.416	UR
53.	8.798	3.975	13.674	UR
54.	8.964	4.050	13.932	ST-4
55.	9.130	4.125	14.190	OBC-14
56.	9.296	4.200	14.448	SC-9
57.	9.462	4.275	14.706	UR
58.	9.628	4.350	14.964	UR
59.	9.794	4.425	15.222	OBC-15
60.	9.960	4.500	15.480	UR
61.	10.126	4.575	15.738	SC-10
62.	10.292	4.650	15.996	UR
63.	10.458	4.725	16.254	OBC-16
64.	10.624	4.800	16.512	UR
65.	10.790	4.875	16.770	UR
66.	10.956	4.950	17.028	OBC-17
67.	11.122	5.025	17.286	SC-11
68.	11.288	5.100	17.544	ST-5
69.	11.454	5.175	17.802	UR
70.	11.620	5.250	18.060	OBC-18
71.	11.786	5.325	18.318	UR
72.	11.952	5.400	18.576	UR
73.	12.118	5.475	18.834	SC-12
74.	12.284	5.550	19.092	OBC-19
75.	12.450	5.625	19.350	UR
76.	12.616	5.700	19.608	UR
77.	12.782	5.775	19.866	UR
78.	12.948	5.850	20.124	OBC-20
79.	13.114	5.925	20.382	SC-13

80.	13.280	6.000	20.640	ST-6
81.	13.446	6.075	20.898	UR
82.	13.612	6.150	21.156	OBC-21
83.	13.778	6.225	21.414	UR
84.	13.944	6.300	21.672	UR
85.	14.110	6.375	21.930	SC-14
86.	14.276	6.450	22.188	OBC-22
87.	14.442	6.525	22.446	UR
88.	14.608	6.600	22.704	UR
89.	14.774	6.675	22.962	UR
90.	14.940	6.750	23.220	OBC-23
91.	15.106	6.825	23.478	SC-15
92.	15.272	6.900	23.736	UR
93.	15.438	6.975	23.994	UR
94.	15.604	7.050	24.252	OBC-24
95.	15.770	7.125	24.510	ST-7
96.	15.936	7.200	24.768	UR
97.	16.102	7.275	25.026	SC-16
98.	16.268	7.350	25.284	OBC-25
99.	16.434	7.425	25.542	UR
100.	16.600	7.500	25.800	UR
101.	16.766	7.575	26.058	OBC-26
102.	16.932	7.650	26.316	UR
103.	17.098	7.725	26.574	SC-17
104.	17.264	7.800	26.832	UR
105.	17.430	7.875	27.090	OBC-27
106.	17.596	7.950	27.348	UR
107.	17.762	8.025	27.606	ST-8
108.	17.928	8.100	27.864	UR
109.	18.094	8.175	28.122	OBC-28
110.	18.260	8.250	28.380	SC-18
111.	18.426	8.325	28.638	UR
112.	18.592	8.400	28.896	UR
113.	18.758	8.475	29.154	OBC-29
114.	18.924	8.550	29.412	UR
115.	19.090	8.625	29.670	SC-19
116.	19.256	8.700	29.928	UR
117.	19.422	8.775	30.186	OBC-30
118.	19.588	8.850	30.444	ST-9
119.	19.754	8.925	30.702	SC-20*
120.	19.920	9.000	30.960	OBC-31*

- To allot requisite number of posts without violating rule of 50%

APPENDIX TO ANNEXURE-IV  
TO OM DATED 02.07.1997

**Roster for Direct Recruitment otherwise that through**  
**open Competition for cadre strength upto 13 Posts.**

**REPLACEMENT NO.**

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OB	UR	UR	SC	OB	UR	UR	UR	OB	SC	ST
2.	UR	UR	OB	UR	UR	SC	OB	UR	UR	UR	OB	SC	ST	
3.	UR	OB	UR	UR	SC	OB	UR	UR	UR	OB	SC	ST		
4.	OBC	UR	UR	SC	OB	UR	UR	UR	OB	SC	ST			
5.	UR	UR	SC	OB	UR	UR	UR	OB	SC	ST				
6.	UR	SC	OB	UR	UR	UR	OB	SC	ST					
7.	SC	OB	UR	UR	UR	OB	SC	ST						
8.	OBC	UR	UR	UR	OB	SC	ST							
9.	UR	UR	UR	OB	SC	ST								
10.	UR	UR	OB	SC	ST									
11.	UR	OB	SC	ST										
12.	OBC	SC	ST											
13.	SC	ST												

Note:- 1. For cadres of 2 to 13 posts the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row i.e. like "L"

2. All the posts of a cadre are to be earmarked for the categories shown under column initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.

1. Scheduled Castes
2. Unreserved
3. Scheduled Tribes
4. Unreserved
5. Other Backward Classes
6. Unreserved
7. Scheduled Castes
8. Unreserved
9. Other Backward Classes
10. Unreserved
11. Other Backward Classes
12. Unreserved
13. Scheduled Castes
14. Unreserved
15. Other Backward Classes
16. Unreserved
17. Scheduled Tribes
18. Unreserved
19. Other Backward Classes
20. Unreserved
21. Scheduled Castes
22. Unreserved
23. Other Backward Classes
24. Unreserved
25. Other Backward Classes
26. Unreserved
27. Scheduled Castes
28. Unreserved
29. Other Backward Classes
30. Unreserved
31. Scheduled Tribes
32. Unreserved
33. Other Backward Classes
34. Unreserved
35. Scheduled Castes
36. Unreserved
37. Other Backward Classes
38. Unreserved
39. Other Backward Classes
40. Unreserved
41. Scheduled Castes
42. Unreserved
43. Other Backward Classes
44. Unreserved
45. Scheduled Tribes
46. Unreserved
47. Other Backward Classes
48. Unreserved
49. Scheduled Castes

50. Unreserved
51. Other Backward Classes
52. Unreserved
53. Scheduled Castes
54. Unreserved
55. Other Backward Classes
56. Unreserved
57. Scheduled tribes
58. Unreserved
59. Other Backward Classes
60. Unreserved
61. Scheduled Castes
62. Unreserved
63. Other Backward Classes
64. Unreserved
65. Other Backward Classes
66. Unreserved
67. Scheduled Castes
68. Unreserved
69. Other Backward Classes
70. Unreserved
71. Scheduled Tribes
72. Unreserved
73. Other Backward Classes
74. Unreserved
75. Other Backward Classes
76. Unreserved
77. Scheduled Castes
78. Unreserved
79. Other Backward Classes
80. Unreserved
81. Scheduled Castes
82. Unreserved
83. Other Backward Classes
84. Unreserved
85. Scheduled Tribes
86. Unreserved
87. Other Backward Classes
88. Unreserved
89. Scheduled Castes
90. Unreserved
91. Other Backward Classes
92. Unreserved
93. Scheduled Castes
94. Unreserved
95. Other Backward Classes
96. Unreserved
97. Scheduled Tribes
98. Unreserved
99. Other Backward Classes
100. Unreserved



- 101. Scheduled Castes
- 102. Unreserved
- 103. Other Backward Classes
- 104. Unreserved
- 105. Other Backward Classes
- 106. Unreserved
- 107. Scheduled Castes
- 108. Unreserved
- 109. Other Backward Classes
- 110. Unreserved
- 111. Scheduled Tribes
- 112. Unreserved
- 113. Other Backward Classes
- 114. Unreserved
- 115. Scheduled Castes
- 116. Unreserved
- 117. Other Backward Classes
- 118. Unreserved
- 119. Other Backward Classes
- 120. Unreserved
- 121. Scheduled Castes
- 122. Unreserved
- 123. Other Backward Classes
- 124. Unreserved
- 125. Scheduled Tribes
- 126. Unreserved
- 127. Other Backward Classes
- 128. Unreserved
- 129. Scheduled Castes
- 130. Unreserved
- 131. Other Backward Classes
- 132. Unreserved
- 133. Scheduled Castes
- 134. Unreserved
- 135. Other Backward Classes
- 136. Unreserved
- 137. Scheduled Tribes
- 138. Unreserved
- 139. Other Backward Classes
- 140. Unreserved
- 141. Scheduled Castes
- 142. Unreserved
- 143. Other Backward Classes
- 144. Unreserved
- 145. Other Backward Classes
- 146. Unreserved
- 147. Scheduled Castes
- 148. Unreserved
- 149. Other Backward Classes
- 150. Unreserved
- 151. Scheduled Tribes

152. Unreserved
153. Other Backward Classes
154. Unreserved
155. Scheduled Castes
156. Unreserved
157. Other Backward Classes
158. Unreserved
159. Other Backward Classes
160. Unreserved
161. Scheduled Castes
162. Unreserved
163. Other Backward Classes
164. Unreserved
165. Scheduled Tribes
166. Unreserved
167. Other Backward Classes
168. Unreserved
169. Scheduled Castes
170. Unreserved
171. Other Backward Classes
172. Unreserved
173. Scheduled Castes
174. Unreserved
175. Other Backward Classes
176. Unreserved
177. Scheduled Tribes
178. Unreserved
179. Other Backward Classes
180. Unreserved
181. Scheduled Castes
182. Unreserved
183. Other Backward Classes
184. Unreserved
185. Other Backward Classes
186. Unreserved
187. Scheduled Castes
188. Unreserved
189. Other Backward Classes
190. Unreserved
191. Scheduled Tribes
192. Unreserved
193. Other Backward Classes
194. Unreserved
195. Scheduled Castes
196. Unreserved
197. Other Backward Classes
198. Unreserved
199. Unreserved
200. Unreserved

**OPINION**

Sub: DOPT's O.M.No.36012/2/96-Estt.(Res.) dated 2.7.97 on introduction of 'post-based rosters' based on Supreme Court Judgment dated 10.2.95 in the case of R.K.Sabharwal vs. State of Punjab.

I have perused the file. The relevant facts and the rival points of view have been set out in the Statement of the Case and hence need not be repeated. My opinions on the specific questions posed are as follows:-

Q.1 Whether the old vacancy based rosters could have been continued consequent to the judgment of the Supreme Court in the R.K.Sabharwal's case or switching over to the post-based rosters was unavoidable keeping in view the spirit behind the judgment?

A.1 The Supreme Court in its Judgment in Sabharwal's case reported in (1995) 2 SCC 745, did not expressly require the Government to revise the vacancy based rosters; but, for the reasons set out in para 10.1, the Govt. had no option but to switch over to the post-based rosters. The two fold limits of 50% reservation, the first taking the year as a unit, as laid down by the Supreme Court in Indra Sawhney case reported in 1992 3 SCC 217, and the second of 50% of the posts as laid down in Sabharwal's case have both to be complied with, by the Govt. While the vacancy based rosters would take into account the limit of 50% applying the rule of a year as a unit as laid down in Indra Sawhney's case, the limit of 50% in reservation on the total number of posts which forms the cadre strength cannot be achieved by following the vacancy based roster.

Under Art.141 of the Constitution, the law declared by the Supreme Court shall be binding on all courts within the territory of India. Under Art.144 of the Constitution all the authorities, civil and judicial, in the territory of India, shall act in aid of the Supreme Court. In view of these constitutional provisions, the Govt. could not have continued the old vacancy based roster and had to bring it in line with the judgment of the Supreme Court in Sabharwal's case.

Q.2 Whether the ruling of the 5-Judge Bench of the Supreme Court in the case of R.K.Sabharwal's case dated 10.2.95 distinguishing between 'post' and 'vacancy' would prevail or that of the 3-Judge Bench of the Supreme Court in the Jagdish Lal's case enunciating that "there is no distinction in the 'post' and "vacancy" would hold good?

A.2 The specific question under consideration in R.K.Sabharwal's case was whether the roster which has been implemented in the form of a running account from year to year can be followed in such a manner that the reservations would exceed 50% of the posts which form the cadre strength. It is in this context that the expressions 'post' and 'vacancies' are considered and distinguished in paragraph 6.

The question in Jagdish Lal's case was whether on the promotion given to the general candidates as per the roster point, the promotions will have the effect of giving them the seniority over the reserved candidates in the respective feeder/cadres. The question which arose in Sabharwal's case did not arise in Jagdish Lal's case. The High Court's judgment in Jagdish Lal's case which is extracted in paragraph 5 of the Supreme Court judgment in Jagdish Lal's case shows that R.K. Sabharwal's judgment was not considered to have any effect in that case. Sabharwal's case is referred to by Mr. Justice K. Ramaswamy in Jagdish Lal's case for holding that the reserved candidates are entitled to compete with the general candidates for promotion in the general posts in their own right and on their selection they are to be adjusted in the general post as per the roster and the reserved candidates should be adjusted in the points earmarked for the reserved candidates. There is no discussion whatsoever in Jagdish Lal's case about the meaning of the expression "post" and "vacancies". There is no attempt to distinguish or dissent from the judgment in Sabharwal's case. In fact the 3-Judge Bench could not have overruled the earlier judgment of the 5-Judge Bench in Sabharwal's case. The casual and loose expression used in Jagdish Lal's judgment treating 'post' and 'vacancy' as equivalent in the following sentence cannot warrant the conclusion that according to the decision in Jagdish Lal's case between there is no distinction the 'post' and 'vacancy'.

"Therein the question was as to the effect of the consideration of inter se claims of reserved candidates general candidates to the post/vacancy available to the general candidates".

I am of the opinion that inasmuch as there is no discussion of the meaning of the expressions 'post' and 'vacancy' in Jagdish Lal's case, the judgment of the 5-Bench in R.K. Sabharwal's case would, according to the law of precedents, be binding on a subsequent bench or benches of equal or smaller strength. In any case, the judgment of the larger bench would prevail over that of a smaller bench (Commissioner of Sales Tax vs. Pine Chemicals 1995 1SCC 58).

Q.3 Whether the post-based rosters are sustainable in view of the points raised and position explained in paras 10.4 to 10.13?

A.3 In keeping with my opinion aforesaid, the post-based rosters are consistent with the judgment of the Supreme Court and are therefore legally sustainable

Q.4 Whether the instructions contained in DOPT Office Memorandum dated 2.7.97 can be modified/scrapped by enacting a legislation to over-ride the effect of the Supreme Court's judgment in the R.K. Sabharwal's case through an Act of Parliament and if so whether such Act can be brought into IXth Schedule of the Constitution to bring it outside the purview of the judicial review?

A.4 An Act of Parliament in exercise of ordinary legislative power cannot nullify the interpretation of the Supreme Court on Articles 14 to 16 in the context of reservation. If at all, this can be done only by way of an amendment to the Constitution itself, amending Art.16 and providing that reservations shall be vacancy based. Such an amendment if made, is likely to be challenged on the ground of violation of the basic structure of the Constitution. It may be mentioned that the addition of sub article 4(A) to Art.16 is already under challenge in the Supreme Court and is pending before a Constitution Bench.

Q.5 If a Committee of Members of Parliament is set up to review the order under reference and it makes recommendations which may have the effect of either modification or scrapping the

existing office memorandum dated 2.7.97, would the recommendations be subject to the directions of the Constitution Bench?

A.5 As already stated the judgment of the Supreme Court can be got over, if at all, by an amendment to the Constitution and not even by an Act of Parliament. The recommendations made by the Committee of Members of Parliament will have to be given effect to by an executive order and will naturally be subject to judicial review by the Constitution Bench.

(Authority: - GOI, Min. of PPG&P, DOPT O.M. No. 36012/2/96-Estt. (Res) dated 02.07.1997)

7.4.2 **Revised percentage in SC/ST: -**  
Please see Para 7.4.1 of this manual.

7.4.3 **Maintenance of Roster in Promotional Cadre: -**  
Please see Para 7.4.1 of this manual

7.5.1 **Filling Up of reserved points: -**

After introduction of post based reservation various ministries/departments have been seeking clarification whether it is possible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or vice versa by applying the principle of exchange of reservation between Scheduled Castes and Scheduled Tribes as was possible when vacancy based rosters were in vogue.

2. Basic principle of post based reservation is that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category. If exchange of reservation between SCs and STs is permitted, number of employees of one reserved category of employees appointed by reservation will go beyond reservation prescribed for that category. It would be against the spirit of post based reservation. Therefore, after introduction of post based reservation, it is not permissible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or vice-versa by exchange of reservation between SCs and STs.

3. If sufficient numbers of SC/ST/OBC candidates fit for appointment against reserved vacancies are not available, procedure as given below should be followed for filling up such reserved vacancies:

**A. In cases of Direct Recruitment:**

(i) Where sufficient numbers of candidates belonging to SC/ST/OBC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall not be filled by candidates not belonging to these communities. In other words, there is a ban on de-reservation of vacancies reserved for SCs, STs and OBCs in direct recruitment.

(ii) If sufficient numbers of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies."

(iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs, STs and OBCs will also be announced for recruitment. While doing so it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies and the backlog vacancies of OBCs will be treated as one group and backlog vacancies of SCs and STs as a separate and distinct group. Thus, there will be two distinct groups of vacancies. One group will contain the current vacancies and the backlog vacancies of OBCs, and the another group will contain backlog vacancies of SCs and STs. While in respect of vacancies in the first group instructions that not more than 50% of the vacancies can be reserved in a year will apply, all the backlog vacancies reserved for SCs and STs will be filled up by the candidates belonging to concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies of SCs and STs.

(iv) If vacancies reserved for SCs/STs/OBCs cannot be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, they will be carried forward as backlog vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved.

(v) There may be rare and exceptional cases in Group 'A' services, where posts cannot be allowed to remain vacant in public interest. In such situations, the administrative Ministry/Department under which the recruitment is being made shall make a proposal for de-reservation giving full justification for such action, and consult the National Commission for Scheduled Castes and Scheduled Tribes in case of posts reserved for SCs/STs and the National Commission for Backward Classes in case of posts reserved for OBCs and obtain the comments of concerned Commission on each proposal. After obtaining the comments of the concerned Commission, the administrative Ministry/Department shall place the proposal for de-reservation along with the Commission's comments before a Committee comprising the Secretaries in the Department of Personnel and Training, in the Ministry of Social Justice and Empowerment and in the Ministry/Department under which the recruitment is being made for consideration and recommendation. The recommendation of the Committee shall be placed before the Minister in charge of the Department of Personnel and Training for a final decision. If de-reservation of the vacancies is approved, these can be filled by the candidate of other communities.

#### **B. In cases of Promotion:**

(i) In cases of promotion including promotion by selection from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rank of Group 'A', if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be de-reserved as per prescribed procedure and filled by candidates of other communities.

(ii) If sufficient numbers of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be de-reserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled and will remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies."

(iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs and STs will also be filled up, keeping the current vacancies and the backlog vacancies of SCs and STs as two distinct groups. While in respect of the current vacancies the instructions that not more than 50% of the vacancies can be reserved will apply, all the backlog vacancies reserved for SCs and STs will be filled up by

candidates belonging to the concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies.

(iv) If backlog vacancies reserved for SCs/STs cannot be filled up by reservation and can also not be de-reserved in the subsequent recruitment year as well, such backlog vacancies will be carried forward as backlog reserved vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved or by candidates of other communities after de-reservation.

4. In cadres having more than 13 posts, number of posts filled by reservation by any category at any point of time should ideally be equal to the quota determined as per percentage of reservation prescribed for that category. Whenever the posts are filled, efforts have to be made to complete reservation quota for SCs/STs/OBCs in case of direct recruitment and for SCs/STs in case of promotion so that the number of posts filled by reservation by SCs, STs and OBCs, as the cases may be, in the cadre is equal to the number of posts earmarked for them. It means that if reservation quota is not complete, efforts would be made to complete the reservation quota whenever the recruitments are made in the cadre. Thus, reservation would not lapse in case of post based reservation for the reason that reserved posts could not be filled for a specified number of years.

5. In cadres having 13 or less number of posts where 14 point L-shaped rosters are applied, if a reserved vacancy is filled by a candidate belonging to other community after de-reservation, the reservation will be carried forward for subsequent recruitment year. Such carry forward of reservation would be permitted for three subsequent recruitment years. In the third year of carried forward of reservation, the vacancy will be treated reserved for the concerned category, but if it cannot be filled by reservation in the third year of carried forward of reservation by a candidate of the concerned category, reservation will be treated as lapsed and it will be filled as an unreserved vacancy.

6. It is possible that some posts reserved for STs might have been filled by SC candidates by exchange of reservation or vice versa before issue of this OM. Such cases need not be reopened. However, if number of SC or ST candidates appointed by reservation including by exchange of reservation between SCs and STs is in excess of reservation prescribed for them, such excess representation may be adjusted in future recruitment.

(Authority: - GOI, Min. of PPG&P, DOPT O.M. No. 36012/17/2002-Estt. (Res) dated 6<sup>th</sup> November 2003 vide CAG's Circular No. 12/NGE/2004 No.81-NGE(App)/3-2004 KW dated 05.02.2004)

**7.5.2 Reservation for SC/ST candidates in promotion Vacancies Single vacancy arising in a recruitment year: -**

Please see Para 7.5.1 of this manual.

**7.5.3 De-reservation and Carrying forward reservation: -**

The hitherto existing practice of de-reservation of vacancies meant for SC/ST candidates would continue to be followed in the event of eligible SC/ST candidates not being available.

Additional information as mentioned in the ANNEXURE given below along with their de-reservation proposals in Proforma-II is to be appended.

## ANNEXURE

1. Total post in the cadre
2. No. of posts to which reservation not applicable
3. No. of posts to which reservation applicable
4. No. of post out of column 3 filled up as on 02.07.1997, with following breakup —

<b>Category</b>	<b>Earmarked</b>	<b>Representation</b>	<b>Excess/Shortfall</b>
1.	2.	3.	4.
<b>UR</b>			
<b>SC</b>			
<b>ST</b>			
<b>OBC</b>			

5. No. of posts out of column 3 filled up after 02.07.1997, with following break-up-
  - (i) Point No. in the roster
  - (ii) Category for which ear-marked, by whom vacated and with which category it has been filled up.
6. Posts now-proposed to be filled up as per post-based roster: -
  - (i) Serial No. of the post in the roster and the category for which ear-marked viz. UR/SC/ST/OBC.
  - (ii) Excess/Shortfall of UR/SC/ST/OBC.
7. Category for which the post now proposed to be filled up are earmarked, as per post-based roster.
8. Post-based roster as on 02.07.1997 with changes, if any, thereafter.

(Authority: - GOI, Min. of PPG&P, DOPT O.M. No. 36020/45/97-Estt.(Res) dated 27<sup>th</sup> September 1999 vide CAG's Circular No. 54/NGE/1999 No.1343-NGE(App)/3-99 KW dated 26.10.1999)

#### 7.5.4 **Reservation of Ex-Service man in Group 'C': -**

- (i) The percentage of reservation for ex-service man is variable and has to be calculated every year on the basis of percentage of carried forward reservation for SCs/STs and handicapped in a manner that total reservation does not exceed 50% of vacancies being filled in a panel year. Thus, in case the carried forward, vacancies reserved for SCs/STs plus vacancies reserved for handicapped, workout to 50% of the vacancies being filled in a panel year, then no reservation for ex-serviceman has to be provided.
- (ii) As the percentage of reservation for ex-serviceman has to be calculated every year as stated above no point in the 10% or 100 point roster can be fixed for ex-serviceman.

(Authority: - C&AG's letter No. 4587-N-3/3-85, dated 13-01-1985)



### 7.5.5 **Reservation for the person with Disabilities: -**

With a view to consolidating the existing instructions, bringing them in line with the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of India. These instructions shall supercede all previous instructions issued on the subject so far.

#### **2. Quantum of Reservation: -**

- (i) Three percent of the vacancies in case of direct recruitment to Group A, B, C and D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;
- (ii) Three percent of the vacancies in case of promotion to Group D, and Group C posts in which the element of direct recruitment, if any, does not exceed 75%, shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

**3. EXEMPTION FROM RESERVATION:** - If any Department / Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Departmental Committee set up by the Ministry of Social Justice and Empowerment.

**4. IDENTIFICATION OF JOBS / POSTS:** The Ministry of Social Justice and Empowerment have identified the jobs / posts suitable to be held by persons with disabilities and the physical requirement for all such jobs / posts vide their notification no. 16-25/99.N.I.I dated 31.5.2001. The jobs / posts given in Annexure II of the said notification as amended from time to time shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job/post shall mean and include nomenclature used for other comparable jobs / posts having identical functions.
- (b) The list of jobs / posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries / Departments shall have the discretion to identify jobs / posts in addition to the jobs / posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry / Department / Establishment shall exclude any identified job / post from the purview of reservation at its own discretion.
- (c) If a job/ post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/ post shall remain identified.

**5. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:** If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different

posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

6. **APPOINTMENT AGAINST UNRESERVED VACANCIES**: - In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT**: Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

8. **DEFINITIONS OF DISABILITIES**: Definitions of categories of disabilities for the purpose of this Office Memorandum are given below:

(i)(a) **Blindness**: "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) Total absence of sight; or
- (ii) Visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; or
- (iii) Limitation of the field of vision subtending an angle of 20 degree or worse;

(b) **Low vision**: "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(ii) **Hearing Impairment**:- "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(iii)(a) **Locomotor disability**: "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **Cerebral Palsy** :- "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal, peri-natal or infant period of development.

(c) All the cases of orthopedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

9. **DEGREE OF DISABILITY FOR RESERVATION**: Only such persons would be eligible for reservation in services / posts who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in **Annexure I**.

10. **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE:-** The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board( s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral/visual / hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. **COMPUTATION OF RESERVATION:** Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 per cent.

14. Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

15. **EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:**

(a) All establishments shall maintain separate 100 point reservation roster registers in the format given in **Annexure II** for determining / effecting reservation for the disabled - one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment, Group 'c' posts filled by direct recruitment, Group 'C' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points: 1st Block - point No.1 to point No.33 2 nd Block - point No. 34 to point No.66 3 rd Block - point No.67 to point No. 100

(c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities - one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in Group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no. 1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

(f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

(g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

(h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.

(i) Reservation in group A and group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

#### **16. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

(a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.

(b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent 'recruitment year.

(c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years where after the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

17. In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

#### **18. CONSIDERATION ZONE, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION**

(a) While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate numbers of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and the reservation shall be carried forward for upto three subsequent recruitment years, whereafter it shall lapse.

(b) In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation even by exchange, the reservation shall be carried forward for upto three subsequent recruitment years thereafter it shall lapse.

#### **19. HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES:**

Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota

for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

**21. RELAXATION IN AGE LIMIT:**

(i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.

(ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

**22. RELAXATION OF STANDARD OF SUITABILITY:** If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

**23. MEDICAL EXAMINATION:** As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

**24. EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:** Persons with disabilities shall be exempt from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for

appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

25. **NOTICE OF VACANCIES**: In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies:-

(i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/ Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.

(ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.

(iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or

(iv) not, the categories of disabilities viz. blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.

(v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

26. **CERTIFICATE BY REQUISITIONING AUTHORITY**: In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no ..... of cycle no..... of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities."

27. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES**: -

(i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department:-

(a) PWD Report-I in the prescribed proforma (**Annexure III**) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and

(b) PWD Report-II in the prescribed proforma (**Annexure IV**) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year. .

(ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proforma in respect of the Ministry/Department including information in respect of all attached and subordinate offices under its control to the Department of Personnel and Training by the 31<sup>st</sup> March of each year.

(iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-

(a) The reports sent to the DOPT should not include information in respect of public sector undertakings, statutory, semi Government and autonomous bodies. Statutory, semi Government and autonomous bodies shall furnish consolidated information in the prescribed proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings.

(b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this Department.

(c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.

(d) The PWD Report I relates to persons and not to posts. Therefore, while furnishing this report the posts vacant etc. should not be taken into account. In this report persons on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent establishment. Persons permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

28. **LIAISON OFFICER FOR PERSONS WITH DISABILITIES**: Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

(Authority: - No. 36035/3/2004-Estt. (Res.) Min. of PPG&P, DOPT dated 29.12.2005)



**ANNEXURE I****NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.
--

This is certified that Shri. / Smt. / Kum.----- son/wife/daughter of Shri age sex identification mark(s)\_\_\_\_\_ is suffering from permanent disability of following category:

**A. Locomotor or cerebral palsy:**

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (v) OA-One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B-Blind
- (ii) PB-Partially Blind

**C. Hearing impairment:**

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months. \*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./ Kum..... meets the following physical requirements for discharge of his/her duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_ )  
Member  
Medical Board

(Dr. \_\_\_\_\_ )  
Member  
Medical Board

(Dr. \_\_\_\_\_ )  
Chairperson  
Medical Board

Countersigned by the  
Medical Superintendent / CMO/Head of  
Hospital (with seal)

**\*Strike out which is not applicable.**

## ANNEXURE-II

## RESERVATION ROSTER FOR PERSONS WITH DISABILITIES

Year of Recruitment	Cycle No. and Point No.	Name of Post	Whether identified suitable for Persons with Disabilities suffering from		
			VH	HH	OH
(1)	(2)	(3)	(4)	(5)	(6)
Unreserved or Reserved *	Name of the person appointed and date of appointment	Whether the person appointed is VH/HH/OH or None **	Remarks, if any.		
(7)	(8)	(9)	(10)		

\* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR

\*\* Write VH, HH, OH or None, as the case may be.

\*\*\* VH, HR, OH stand for visually handicapped, Hearing Handicapped and Orthopedically Handicapped.

**PWD Report I****ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS  
WITH DISABILITIES IN SERVICES****(As on 1st January of the year)****MINISTRY / DEPARTMENT****ATTACHED / SUBORDINATE OFFICE:**

<b>Group</b>	<b>Number of Employees</b>				
	<b>Total</b>	<b>In identified posts</b>	<b>VH</b>	<b>HH</b>	<b>OH</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Group A					
Group B					
Group C					
Group D					
<b>Total</b>					

**Note:** (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)  
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)  
(iii) OH stands for Orthopedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

**PWD Report II****STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES  
APPOINTED DURING THE YEAR (For the Year \_\_\_\_\_ )****MINISTRY / DEPARTMENT  
ATTACHED / SUBORDINATE OFFICE:**

Group	DIRECT RECRUITMENT							
	No. of vacancies reserved			No. of appointments Made				
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
1	2	3	4	5	6	7	8	9
Group A								
Group B								
Group C								
Group D								
Group	PROMOTION							
	No. of vacancies reserved			No. of appointments Made				
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
	10	11	12	13	14	15	16	17
Group A	NIL	NIL	NIL					
Group B	NIL	NIL	NIL					
Group C								
Group D								

Note: (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)  
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)  
(iii) OH stands for Orthopedically Handicapped (persons suffering from locomotor disability or cerebral palsy) (iv) There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.

**7.6.1 Verification and issue of SC and ST Caste Certificate by Competent authority: -**

Please see Para 6.1.5 of this manual (Vol.-I).

**7.6.2 Verification of claims of candidates belonging to SC/ST from other states: -**

Please see Para 6.1.5 of this manual (Vol.-I).

**7.6.3 Issue of SC/ST Certificates: -**

Please see Para 6.1.5 of this manual (Vol.-I)

**7.7.1 Employment of physically handicapped person public service: -**

Please see Para 7.5.5 of this manual.

**7.7.2 Appointment of handicapped person identification of Jobs for the blind: -**

Please see Para 7.5.5 of this manual.

**7.7.3 Relative Seniority of direct recruits and promotions non-gazetted cadres: -**

(1) The principle of rotation of quota will continue to be followed for determining the inter-seniority of direct recruits and promotes i.e. according to the roster points:

(2) No vacant meant for direct recruits should carried forward for being filled in later years. Thus, to the extent direct recruits are not available the promotees will be bunched together at the bottom of the seniority list below the last position up to which it is possible to determine seniority by rotation.

(3) The unfilled vacancies including these vacancies intended for direct recruitment for which selection could not be made due to non-availability of candidates should be proved with the new vacancies in the next year and the total vacancies so arrived at should be apportioned between direct commencing an 1<sup>st</sup> January of the next year. If there is a shortfall in direct recruitment or promotion, this is not to be carried over to the next year.

(4) If the seniority of a direct recruit is to be counted only from the date of his joining, he will be placed accordingly and not as per roster point.

(Authority: - C&AG's Circular No. 1336-N.2 / 45-86, dated 12-12-86)

## ANNEXURE

### Operation of 20-point roster and seniority of promotees vis-a-vis direct recruits

<b>Method of Recruitment</b>	<b>Recruitment year 1987</b>
(i) Promotion:	25% of the vacancies (points 1,2,6,11 and 16 of 20 point roster)
(ii) Direct Recruitment:	75% of the vacancies (Remaining points of the 20 point roster)
Vacancies: 20	Direct recruitment : 15-against which only 9 were available.

---

<b>Roster</b>	<b>Point No.</b>
1.	P1
2.	P2
3.	DR1
4.	DR2
5.	DR3
6.	P3
7.	DR4
8.	DR5
9.	DR6
10.	DR7
11.	P4
12.	DR8
13.	DR9
14.	None
15.	None
16.	P5
17.	None
18.	None
19.	None
20.	None

---

**Note:** - Promotees P5 will rank immediately below recruit DR9 as no recruitment against roster points 14 and 15 could be made.

**Recruitment year 1988**  
(To start with Roster point I)

Vacancies at the end of the year 1987 for which none was selected	6
Fresh Vacancies:	1
Total:	<hr style="width: 100%;"/> 7 <hr style="width: 100%;"/>

Roster	Point No.
1.	P1
2.	P2
3.	DR1
4.	DR2
5.	DR3
6.	P3
7.	DR4

**7.7.4 Roster for recruitment made through staff selection commission: -**

The type of roster maintained	Name of list from which the SSC May be asked to nominate candidates.
40-point roster as per	All India list.

Appendix I to the Brochure on Reservation for SC / ST in services-6<sup>th</sup> Edition.

In case, the SSC is unable to provide SCs/STs candidates from such a list so drawn, de-reservation proposals may be sent to Headquarters office after obtaining non-availability certificates from the SSC so far as the office whose normal functions are spread into more than one state or Union Territory, the special 100-point roster based on 1971 census figures in accordance with the instructions contained in circular No. 951/NGE-II/70-73, dated 3, May 1973, may continue to be operated.

(Authority: - C&AG's Circular No. 1248-N-III/3-83/1, dated 30<sup>th</sup> April 1983)

**7.8 Recruitment to the post of peons: - Deleted as the posts are merged as MTS.**

7.8.1 Deleted as the posts are merged as MTS.

7.8.2 Deleted as the posts are merged as MTS.



7.8.3 **Appointment of the persons holding posts of Sweepers in Group 'D' posts: -**

Deleted as the posts are merged as MTS.

7.8.4 **Clarifications issued by the Headquarters Office: -**

Deleted as the posts are merged as MTS.

7.8.5 **Reservation for Sweepers having elementary literacy: -**

Deleted as the posts are merged as MTS.

7.8.6 **Some clarifications: -**

Deleted as the posts are merged as MTS.

7.9 **Appointment of meritorious sports persons to Group 'C' and Group 'D' posts in relaxation of the recruitment procedure**

7.9.1 The following instructions, in supersession of all previous orders are issued for strict compliance by all Heads of Departments in the field offices: -

**ELIGIBILITY**

(a) Appointment can be made of a sports person considered meritorious with reference to the following criteria:-

(i) Sports persons who have represented a State or the Country in a National or International Competition in any of the games/sports mentioned in the list at **Annexure - 'A'**.

(ii) Sports persons who have represented the University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the sports/game shown in the list at **Annexure - 'A'**.

(iii) Sports persons who have represented the State Schools Teams in the National Sports/Games for Schools conducted by All India School Games Federation in any of the Games/Sports shown in the list at **Annexure - 'A'**.

(iv) Sports persons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

(b) No such appointments can be made unless, the candidate is in all respect, eligible for appointment to the post applied for educational qualifications or experience should also conform to the prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxation thereof have been permitted in respect of a class / category of persons to which the applicant belongs.

(c) Categories of sports persons specified in Para 1(a) above may be allowed relaxation of upper age limit up to a maximum of 5 years (10 years in the case of SC/ST) for the

purpose of appointment in Group 'C' & 'D' cadres with the approval of the Headquarters office. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualification etc.

- (d) It is not necessary that the sports persons should qualify in type test before appointment as clerk. But after appointment they should qualify in the type test conducted by Department. Failure to qualify in the prescribed type test will result in adverse consequences as laid down in circular No.301-NGE.II/46-87 dated 1-4-1987.

### 7.9.2 **POSTS TO WHICH APPLICABLE**

- (a) Appointment of meritorious sports persons against direct recruitment vacancies can be made to any post in Group 'C' (Other than Section Officer, Divisional Accountant or Group 'D' which under the Recruitment Rules applicable thereto) is required or permitted to be filled by direct recruitment.
- (b) A meritorious sports person can be considered for appointments under sub-Para (a) above notwithstanding the fact that he is already in the service of the Government.
- (c) No such appointment should be made to any post in Group 'C' or Group 'D' cadres in Audit Offices where a waiting list exists in the corresponding A&E office.

### 7.9.3 **EXTENT OF RECRUITMENT**

- (a) In the offices having a total sanctioned strength of 1000 and above appointments against sports quota should not exceed Five in a calendar year in any one or more cadres in Group 'C' & 'D'. In the case of other offices, appointments should not exceed Two in a calendar year.

Note: In the case of offices having combined cadres, in respect of Group 'C' & 'D' posts, the recruitment under these orders can be made by the cadre Controlling Authority and the maximum number of appointments to be made in a year in any one or more cadres in Group 'C' & 'D' shall be determined with reference to the combined strength of the offices having such combined cadres.

- (b) For making appointments of meritorious sports persons under these orders the number of vacancies should be reduced to the extent mentioned at (a) above and only the resultant number be notified, by the appointing authorities to the Staff Selection Commission, in cases where direct recruitment to the posts has been entrusted to the Commission.

#### 7.9.4 **SENIORITY**

Where direct recruitment to a post is through a selection made by the Staff Selection Commission e.g. Clerks, auditors, the sports persons recruited under these orders should be placed junior to those who have already been recommended by the S.S.C. The inter seniority vis-a-vis promotees will be as per 20 point promotion roster. The inter-seniority of sports persons will be in the order of selection.

#### 7.9.5 **PROCEDURE**

- (a) Applications from eligible candidates may be called for by giving advertisements in the leading News Papers and Employment News.
- (b) An application received by the appointing authority or a higher authority from a sports person belonging to any of the categories mentioned above, in response to the press advertisement may be considered by the authority concerned, in the light of the evidence which the applicant may furnish of his having represented in any of the competition mentioned in the previous paragraphs and subject also to the applicant's fulfilling the requisite qualifications relating to education age, etc., as may be laid down in the rules for the post/service for which he is a candidate. Certificates awarded by the authorities mentioned in **Annexure-'B'** should alone be taken into account while considering the eligibility of an applicant in terms of above paragraphs.
- (c) These instructions will not however, affect the orders relating to reservation for Scheduled Castes / Scheduled Tribes, Ex-servicemen. etc., which may be in force from time to time. In other words, the vacancies filled in a year shall be taken into account while calculating the number of reserved vacancies in the service / post during that year for the purpose of computing the prescribed percentage for reservation.
- (d) For the proper assessment of playing capability of the candidate, such eminent / experts in the concerned games from the State Sports Association / National Sports Bodies like NIS etc., as decided by the Head of the Department should be invited and associated during the field trials. The candidates should, thereafter, be interviewed by a selection committee consisting of:
  - i) Group Officer in charge of Admn.
  - ii) Another Group Officer from an office other than the one in which appointments are considered.
  - iii) Welfare Officer
  - iv) A representative nominated by the Headquarters office.

The empanelment should be based on total marks obtained in field trials and interview.

(e) Where the appointing authority is subordinate to a Head of Department, such authority may make a recommendation in this regard to the Head of the Department along with the necessary details for obtaining his concurrence in the proposed appointment of the candidate. The panel will thus become operative only after the approval of the Head of the Department who will get clearance from Headquarters under Para 1(A) wherever necessary before according such approval.

7.9.6 In cases where the number of offices is more than one at one station the date(s) of interview should be mutually agreed upon by the Heads of Departments at that station in consultation with the representative from the Headquarters interview may be conducted in the absence of Headquarters representative.

7.9.7 Annual report on sports quota appointments for a year should be sent to this office by 15<sup>th</sup> of January of succeeding year. **(Annexure-‘C’)**

7.9.8 Vacancies earmarked for sports quota are required to be filled up during the same calendar year. Any vacancies remaining unfilled for want of eligible candidates during a particular calendar year are not to be carried over to the next calendar year. In order to ensure the appointments of meritorious sports persons against sports quota, timely action should be taken by Accountants General etc., concerned. No request for extending the panel for the next year shall be entertained under any circumstances.

**(Authority for Para 7.9.1 to 7.9.8: - CAG’s Circular No. NGE/21/1989no.1019-NGE.III/36-86-Vol.V dated 31.03.1989)**

**Annexure-‘A’**  
(Referred to Para 7.9.1)  
**Form-A**

- 1. Name .....  
(In Block letters)
- 2. Father’s Name .....
- 3. Date of birth .....
- 4. Sex (Male/Female) .....
- 5. Educational Qualification .....
- .....
- .....
- 6. SC/ST/OBC .....
- 7. Postal Address .....
- .....
- .....
- 8. Permanent Address .....
- .....
- 9. Telephone number .....
- 10. List 5 most recent participations starting from the most recent

Affix recent  
passport size  
photograph

Sl. No.	Discipline	Date	Event	Authority issuing certificate

Place:

Date:

**Note: Do not leave any field blank**

**Signature**

**Annexure-‘B’**  
[Referred to Para 7.9.5(b)]

**Form-B**

National Federation/National Association or State Association of ...../ University of ...../ Directorate of Public Instructions/Education of the state of ...../Govt. of India/Ministry of Education and Social Welfare of .....

Certificate to a meritorious sportsperson for employment to Group ‘C’ service under the Central Government.

Certified that Shri/Smt/Kumari.....Son/Wife/Daughter of Shri..... Resident of .....(Complete Address) represented the \*Country/State/University/State School team in the game/event of ..... from .....to..... The position obtained by the individual/team in the above said\* competition/tournament was .....

The certificate is being given on the basis of records available in the office of \*National Federation/National Association of ...../State Association of ...../Dean of sport or officer in overall charge of sports in the University Ministry of Education and Social Welfare of .....

Place :

Signature

Name

Date :

Designation

Address

Seal

Strike out whichever not applicable.

Note: Separate certificate signed personally by the Authority as given below required to be furnished in respect of participation in the specified games/sports at different levels of tournaments.

International Competition:

Secretary of the National Federation of the game concerned.

National Competition:

Secretary of the National Federation or the State Assn. of the game concerned.

Inter University Tournament:

Dean of sports or other officer in over all charge of sports of the University concerned.

National sports/games for school:

Directorate or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public instruction/Education of State.

**Annexure-‘C’**  
(Referred to Para 7.9.7)

**Form-C**

**दिनाँक 31दिसम्बर 201..... को समाप्त होने वाले वर्ष के दौरान समूह ग एवं एम.टी.  
एस. में नियुक्त खिलाडियों की संख्या दर्शाने वाला विवरण पत्रक**

क्र.	कार्यालय का नाम	समूह ग में नियुक्त खिलाडियों की संख्या योग	समूह घ में नियुक्त खिलाडियों की संख्या योग	वर्ष के दौरान की गई कुल नियुक्तियां	खेल का नाम एवं उसके विरुद्ध की गई नियुक्तियों की संख्या	टिप्पणी
1.						
2.						

**7.9.9 Appointments of sons/daughters/near relatives of Govt. Servants in Group ‘C’ and ‘D’ posts who are retired on medical grounds.**

Please see Para 7.9.10(i) of this manual.

**7.9.10(i) Consolidated Instructions on compassionate appointment --**

**SCHEME FOR COMPASSIONATE APPOINTMENT**

**1. OBJECT**

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

**2. TO WHOM APPLICABLE**

To a dependent family member --

(A) of a Government servant who --

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group ‘D’ Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group ‘D’ Government servants); or

(B) of a member of the Armed Forces who --

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

**Note I "Dependent Family Member" means:**

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or
- (e) member of the Armed Forces referred to in (A) or (B) of this Para,



-- who was wholly dependent on the Government servant/ member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

**Note II "Government servant"** for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or reemployment basis.

**Note III "Confirmed work-charged staff"** will also be covered by the term 'Government servant' mentioned in Note II above.

**Note IV "Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

**Note V "Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

### 3. **AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

- (a) Joint Secretary in-charge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

### 4. **POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

### 5. **ELIGIBILITY**

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

### 6. **A. EXEMPTIONS**

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.

- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

## **B. RELAXATIONS**

- (a) Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 years of age.

**Note I** Age eligibility shall be determined with reference to the date of application and not the date of appointment;

**Note II** Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

- (b) In exceptional circumstances Government may consider recruiting persons not immediately meeting the minimum educational standards. Government may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the Government as employees, will be governed by the minimum of the – 1S pay band Rs.4440-7440 without any grade pay. In addition, they will be granted all applicable allowance, like Dearness Allowances, House Rent Allowance and Transport Allowance at the admissible rates. The same shall be calculated on the minimum- IS pay band without any grade pay. The period spent in the-1S pay band by the future recruits will not be counted as service for any purpose as their regular service will start only after they are placed in the pay band PB-1 of Rs.5200-20200 along with grade pay of Rs.1800. **(Para 1 of O.M. No.14014/2/2009-Estt.(D) Dated the 11th December, 2009)**

**Note** In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-
- (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
  - (ii) by the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.

- (d) In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in Group 'C'- Pay Band - 1 (Rs. 5200-20200)+ Grade Pay Rs. 1800/- directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only. **(Para 2 of O.M. No.14014/2/2009-Estt. (D) Dated 03.04.2012)**

## **7. DETERMINATION/AVAILABILITY OF VACANCIES**

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.
- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

- (e) The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds will be available within a year in the concerned administrative Ministry/department/Office, that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts.

**(O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001)**

- (f) Calculation of vacancies by grouping of posts for small offices/cadres –

Grouping of posts in small Offices/Cadres for the purpose of calculation of vacancies for appointment on compassionate grounds is allowed. Consequently, Group 'C' posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy. **(Para 2 and 3 of O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999)**

- (g) Liberalized method of calculation of vacancies for small Ministries/Departments - The small Ministries/Departments may apply a more liberalized method of calculation of vacancies under 5% quota for compassionate appointment. The small Ministries/Departments, for the purpose of these instructions, are defined as organizations where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. Such small Ministries/Departments may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the Ministries/Departments during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota. **(Para 4 of O.M. No. 14014/3/2005- Estt.(D) dated 09.10.2006)**

- (h) The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total

DR vacancies arising in a year in the technical posts. **(Para 2 of O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007.**

8. **TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:**

Prescribing time limit for considering applications for compassionate appointment has been reviewed vide this Department O.M No.14014/3/2011- Estt.(D) dated 26.07.2012. Subject to availability of a vacancy and instructions on the subject issued by this Department and as amended from time to time, any application for compassionate appointment is to be considered **without any time limit** and decision taken on merit in each case

9. **BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.
- (c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment

**(Para 4 of O.M No.14014/3/2011-Estt.(D) dated 26.07.2012**

10. **WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

## 11. WHERE THERE IS AN EARNING MEMBER

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

## 12. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
- (i) an FIR to this effect has been lodged with the Police,
  - (ii) the missing person is not traceable, and
  - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
- (i) who had less than two years to retire on the date from which he has been missing; or
  - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry/Department concerned.

### 13. **PROCEDURE**

- (a) The proforma as in Annexure may be used by Ministries/Departments/ Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Welfare Officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers – one Chairman and two Members – of the rank of Deputy Secretary/ Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

14. **UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds **(O.M No.14014/16/1999-Estt.(D) dated 20.12.1999).**

15. **REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, --

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

16. **SENIORITY**

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year, irrespective of the date of joining of the candidate on compassionate ground. **(Para 4.8 of O.M. No. No.20011/1/2008-Estt.(D) dated 11.11.2010)**

17. **TERMINATION OF SERVICE**

The compassionate appointments can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and



it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose. In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Secretary in the concerned administrative Ministry/Department not only in respect of persons working in the Ministry/Department proper but also in respect of Attached/Sub-ordinate offices under that Ministry/Department.**(O.M. No. 14014/19/2000-Estt(D) dated 24.11. 2000).**

## 18. **GENERAL**

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' Government servant to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

- (d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Ministry/Department/ Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Government servants (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

## 19. **IMPORTANT COURT JUDGMENTS**

The ruling contained in the following judgments may also be kept in view while considering cases of compassionate appointment:-

- (a) The Supreme Court in its judgment dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no

other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgment dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:-

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.

(v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.

(c) The Supreme Court has held in its judgment dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A.

Radhika Thirumalai [JT 1996 (9) S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

- (e) The Supreme Court has held in its judgment in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.
- (f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind". **(O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012).**

[Authority: GOI Min of Personnel, Public Grievances and Pensions, DoP&T's O.M. No. 14014/02/2012-Estt. (D) dated 16.01.2013 vide CAG's order No. 178-Staff(App.-II)/87-2011/Vol.-I dated 30.01.2013]

ANNEXURE

(Referred to Para 7.9.10)

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTSDYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

## PART- A

- I. (a) Name of the Government servant \_\_\_\_\_  
(Deceased/retired on medical grounds).
- (b) Designation of the Government \_\_\_\_\_  
Servant.
- (c) Whether it is MTS (erstwhile Group 'D') or not? \_\_\_\_\_
- (d) Date of birth of the Government \_\_\_\_\_  
Servant.
- (e) Date of death/retirement on \_\_\_\_\_  
medical grounds.
- (f) Total length of Service \_\_\_\_\_  
rendered.
- (g) Whether permanent or temporary. \_\_\_\_\_
- (h) Whether belonging to SC/ST/OBC. \_\_\_\_\_
- II. (a) Name of the candidate for \_\_\_\_\_  
appointment.
- (b) His/Her relationship with the \_\_\_\_\_  
Government servant.
- (c) Date of birth. \_\_\_\_\_
- (d) Educational Qualifications. \_\_\_\_\_
- (e) Whether any other dependent family \_\_\_\_\_  
member has been appointed on  
compassionate grounds.
- III. Particulars of total assets left \_\_\_\_\_  
including amount of
- (a) Family Pension \_\_\_\_\_
- (b) D.C.R. Gratuity \_\_\_\_\_

- (c) G.P.F. Balance \_\_\_\_\_
  - (d) Life Insurance Policies (including Postal Life Insurance) \_\_\_\_\_
  - (e) Movable and Immovable properties and annual income earned therefrom by the family. \_\_\_\_\_
  - (f) C.G.E. Insurance amount \_\_\_\_\_
  - (g) Encashment of leave \_\_\_\_\_
  - (h) Any other assets. \_\_\_\_\_
- Total \_\_\_\_\_

(IV) Brief particular of liabilities if any. \_\_\_\_\_

(V) Particulars of all dependent family Members of the Government servant (if some are employed, their income and whether they are living together Or separately).

S. No.	Name(s) with Govt. servant	Relationship	Age	Address	Employed or not if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)

- 1.
- 2.
- 3.
- 4.
- 5.

**(VI) DECLARATION/UNDERTAKING**

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name:- \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Shri/Smt/Kum \_\_\_\_\_ is known to and the facts mentioned by him/her are correct.

Date:

Signature of permanent

Government servant.

Name: \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

I have verified that the facts mentioned above by the candidate are correct.

Date:

Signature of permanent

Government servant.

Name: \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

**Note:- Above provision of getting the declaration/undertaking countersigned by two permanent government employees has been deleted as per instructions given in Para 7.9.10(ii) of this Manual.**

PART-B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for Appointment. \_\_\_\_\_
- (b) His/Her relationship with the Government servant. \_\_\_\_\_
- (c) Age (date of birth), educational qualifications and experience, If any. \_\_\_\_\_
- (d) Post (Group C) which employment is Proposed \_\_\_\_\_
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. \_\_\_\_\_
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not. \_\_\_\_\_
- (g) Whether the relevant Recruitment Rules provide for direct recruitment. \_\_\_\_\_
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. \_\_\_\_\_
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxation are to be given. \_\_\_\_\_
- (II) Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. \_\_\_\_\_
- (III) If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. \_\_\_\_\_
- (IV) Personal recommendation of the Head of the Department in the Ministry/Department /Office.  
(With his signature and office Stamp/seal) \_\_\_\_\_



7.9.10 (ii) **No need of getting the declaration countersigned by two permanent government employees:** - The declaration/undertaking furnished by the applicant as given in Annexure Part-A(VI) of the aforesaid consolidated instruction is sufficient and that there is no need of getting it countersigned by two permanent government employees. **The provision of getting it countersigned by two permanent government employees is now deleted.**

(Authority: - GOI, Min. of PPG&P, DOPT OM No. F.No.14014/02/2012-Estt.(D) dated 7<sup>th</sup> October, 2014)

7.9.11 Please see Para 7.9.10(i) of this manual.

7.9.12 **Exemption from requirements of educational qualification for the widows of deceased Govt. Servant appointment on compassionate grounds to the post of peon:-**  
Please see Para 7.9.10(i) of this manual.

7.9.13 **Delegation of Powers:-**  
Please see Para 7.9.10(i) of this manual.

7.10.1 **The proforma for the following have been given Annexure mentioned against each.**

- (i) Officer of appointment (Annexure 'A')
- (ii) Acceptance of the offer of appointment.
- (iii) Appointment order (Annexure 'C')

(Authority: - C & AG's circular No. 706-NGE-II/51-77-V-II dated 15.04.1978)

7.10.2 **Scrutiny of Educational Certificates Degrees/Diploma: -**

The appointing authority should make itself responsible for verification of the academic certificates and in the case of doubt, the official gazette publication of results should referred to immediately.

(Authority: - C & AG's letter No. 1825-NGE-II/259-62 dated 03 August 1978)

7.10.3 **Verification and re-verification of character and Antecedents of candidates for Appointment:-**

(a) For appointments under the Central Government, verification of character and antecedents should be done in two ways:

- (i) Cases where detailed verification is essential and
- (ii) Cases where such detailed verification is not compulsory but is only optional.

Instructions issued from time to time may be referred to.

The following secret communications in addition to the Brochure on verification of character and antecedents should also be referred to for verification of character and antecedents of a candidate for appointment:-

- (1) G.O.I.M.O.H.A.C.M.No. 18011/3 (s)80 Estt. (B) dt. 20-06-1980.
- (2) G.O.I.M.O.P+T AR+PG+P (DO+PT) O.M. No. 16011/20/5/85, Estt. (B) dt. 10-7-1985 received under CAG's Endt. No. 3245N-3/25-85/Vol.-III dt. 25.9.1985.
- (3) G.O.I.M.O. P+T AR+PG+P (DOP+T) O.M. No. 18011/10/(s) 84-Estt. (B) dated 13-5-1985 received under CAG's Endt. No. 1915-N-3/25-85, dated 3.6.1985.
- (4) G.O.I.M.O. P+T AR+PG+P (DOP+T) O.M. No. 18011/2/(5) 85-Estt. (B) dated 7-2-1985 received under CAG's Endt. No. 538-N-3/25-85, dated 16.2.1985.
- (5) G.O.I.M.O.H.A (DOP+AR) OM No. 18014/1 (5)81 Estt. (B) dt. 23-3-1981.

7.10.4 (i) **Verification of Group 'C' & 'D' employees: -**

In respect of appointments to Group 'C' and Group 'D' services, candidates should be subjected to simple verification of character and antecedents. It is, however, open to the appointing authority to have the character and antecedents verified in detail before actual appointments of Chowkidars etc. for reason like security considerations etc.

(Authority:- C & AG's letter No. 2310-NGE-II/327-35 dated 12.6.1956 and letter No. 2136 NGE-ii/56-57, dated 19-6-1957)

(ii) **Stenographers:-**A detailed verification has arranged in respect of the appointments of stenographers.

(Authority: - C & AG's letter No. 532-NGE-II/70-69 dated 3-1-1971)

### 7.10.5 Procedure adopted for detailed verification:

1. Cases in which the detailed verification necessary, the appointing authority should have the attestation from filled in by the candidate and got attested by any one of the following officials:-

- (i) Gazetted Officer of Central/State Government;
- (ii) M.P. or M.L.A. of the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-divisional Magistrate/officer;
- (iv) Tahsildar or Naib Tahsildar authorized to exercise the magisterial powers;
- (v) Principal/Head master of the recognized school/College/Institution, where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post Master; and
- (viii) Panchayat Inspectors.

(Authority: - C & AG's letter No. 910-NGE-II/70-69 dated 24-4-1971)

2. Where some verification is still necessary, the attestation form, filled in by the candidate will be sent to the District Collector or other authorities as the case may be (vide MOHA O.M. No. F-3/5/5/63-Estt-B, dated 14.4.1964) of the places where the candidate had resided for more than one year at a time during the last five years of the date of enquiry.

(Authority: - C & AG's letter No. 1623-NGE-II/385-58 dated 7-6-1960)

### 7.10.6 Procedure for simple Verification:-

(i) Where detailed verification is not required in respect of appointment to group 'C' posts, the candidates should be required to produce character certificate in original from the head of the educational institution attested by him and a similar certificates from his employers, if any. Where the candidate is finally approved for appointment, he should be called upon to have the character certificate produced, by him earlier attested by a stipendiary first class executive magistrate, District Magistrate, or sub-Divisional Magistrate. The appointment may be offered after the attested certificate is produced. Before attestation of a certificate, it could be open the attesting officer to satisfy himself about the character and antecedents of the candidates.

(ii) If a Candidate is not in position to produce the character certificate from the head of the educational institution, he may be required to produce only a certificate of character from a gazetted officer duly attested by a magistrate. Wherever a candidate is unable to produce a character certificate detailed verification should be carried out.

(Authority:- CAG's Endt. No. 2136-NGE-II/56-57 dated 19.6.1958 and letter No. 2924 NGE-ii/236-60, dated 31-10-1960).

(iii) In respect of appointments of Group 'D' post the candidates should be required to fill in the attestation form in addition, they should produce a certificate of character from a gazetted officer or a Magistrate with attestation by the District Magistrate or sub-Divisional Magistrate. Where however a candidate is not able to produce a character certificate detailed verification should be carried out.

(Authority:-G.O.I.MHA No. 20-59-45-Estt. (B) dt. 07-02-1947, CAG's letter No. 2286-NGE-II/118-52, dt. 3-7-1953 and 2136-NGE III/56-57, dated 19-6-1958).

(iv)As soon as verification of character and antecedents of an employee is completed, an entry regarding such verification should be made in the dossier of his confidential reports on a separate sheet which shall be placed at the top that the fact of such verification having been made at the time of appointment can be easily checked up. An entry should also be made in the Service book in case of all grade 'C' and Group 'D' employees appointed on or after 20 September 1963.

(Authority:- CAG's Letter No. 5750-NGE-II/385-58, dated 7.10.1958, No. 1146-NGE-ii/96-63 dated 1-10-1963 and No. 1389-NGE-II/96-63, dated 30.11.1963)

#### 7.10.7 **Verification of Age, qualification, caste and Identity:-**

Appointing authorities should ensure that claims regarding educational and other special qualifications and age are scrutinized strictly at the time of appointment.

(Authority:-G.O.I.M.A.O.M. No. 2/2/54-NS dt. 19-11-1954)

The identity of a candidate at the time of appointment may be verified by comparison of the signature in the joining report with that in the original application and other records i.e. attestation forms etc.

(Authority: - CAG's letter No. NGE-II/61-66 dated 1-12-1977).

**7.10.8 Travelling allowance to SC/ST candidates called for interview for appointment to advertised posts:-**

The scheduled castes/scheduled Tribes candidate called for interview for appointment to Group 'C' and Group 'D' advertised posts, recruitment to which is made departmentally, may be allowed single second class rail fare chargeable by mail/Express train. The other conditions of the grant of TA/DA to SC/STs candidates specified in the Ministry of Finance (DOE) O.M. No. F-5/25/-IV (B)/60, dated 6 May 1960, as amended from time to time, remain unchanged.

(Authority:-GI (DE) M.M. No. 19014/3/80-E-IV, dated 28 October, 1980 and CAG's endt. No. 914-A/F. 105-80/1-80 (79), dated 17 November, 1980)

**7.10.9 Medical Examination of candidate for appointment in various Govt. Departments:-**

(i) Candidates are allowed to join duty only after they are medically examined and certified fit.

(Authority:- CAG's letter No. 1726-NGE-I/106-72 dated 4 July 1972)

(ii) Such certificate shall be signed by a C.S. or a District Medical Officer or a Medical Officer of an equivalent status in the case of non-gazetted Govt. Servants other than Group 'D'. In the case of a female candidate the medical certificate shall be signed by the lady Civil Assistant Surgeon.

(iii) Candidates to be appointed to Group 'D' Cadre are to be medically examined only by the Assistant surgeon Grade I or II or Medical officer of equivalent status.

(Authority:- C & AG's letter No. 853-NGE-II/51-74-II, dated 19<sup>th</sup> April 1976)

(iv) A letter to the Medical Officer is issued in the prescribed form enclosed there in the candidate statement and declaration.

(v) The fees for medical examination in respect of all candidates (including Group 'D') on their first appointment should be paid by the candidate to the Medical Officer direct and the amount

is reimbursed on production of the receipt issued by the Medical officer. The fee is not reimbursable in the case of candidates not medically found fit.

**7.10.10 Medical Examination of physically handicapped persons:-**

Please see Para 7.5.5 of this manual.

**7.10.11 Cases of physically handicapped persons are to be viewed with the utmost sympathy for medical examinations.**

Please see Para 7.5.5 of this manual.

**7.11.1 Joining reports after medical examination:-**

The officials selected for appointment after medical examination will report for duty in the establishment section and should furnish the following details:-

- (i) Home Town declaration;
- (ii) Details of family members under New family pension scheme, 1964;
- (iii) Details of the family members for the purpose of leave travel concession/transfer traveling allowance/medical claims etc.
- (iv) Nomination under New Insurance Scheme 1980.

The Service Book of the official may thus be opened and entry recorded in the appointment register. AT the same time an office order is to be issued in regard to the appointment to the particular post. A permanent number is to be allotted to the candidate for eventual reference in official correspondence.

The papers received from the Staff Selection Commission alongwith the copies of the certificates and appointment order etc. is to be placed in his personal file.

**7.11.2 Extension of time limit:-**

The Accountant General may grant extension of time to join initial appointment, without any limit of time in cases where the delay is solely due to on completion of medical formalities in respect of the candidate himself/herself. In these cases the panel seniority of the candidate will remain intact.

(Authority:- CAG's letter No. 3173-NGE-III/98-79-II, dated 18-10- 1979)

7.11.3 The Accountant General may at the request of the candidate grant extension of time for reason other than non completion of medical formalities for a maximum period of two months beyond the date indicated in the offer of appointment for joining. Their seniority will be regulated from the date of joining as at present. Extension beyond this period requires the approval of Head quarters office. A clear period of 30 days from the date of issue of offer of appointment should be allowed to candidate to report for duty and the date so arrived as indicated in the offer.

(Authority: - CAG's letter No. 3453-N.2/2982, dated 28-10-1983)

#### 7.11.4 **Pregnant Women:-**

A women candidate who as a result of tests is found to be pregnant of 12 weeks standard or over, should be declared temporarily unfit until the confinement is over. She should be re-examined for a fitness certificate six weeks after the date of confinement subject to the productions of a medical claim of fitness from a registered medical practitioner.

**Note:-** The power of grant necessary extension of time in the case of such lady candidates has been delegated to the Accountant General. The seniority of such candidate who have been found fit to join duty after re-examination by a RMP will however, be fixed with reference to their actual date of joining.

(Authority:- C & AG's Endt. No. 6-Audit/208/68, dated 2<sup>nd</sup> January 1969 and No. 970-NGE-III/17-23, dated 27<sup>th</sup> May 1974).

#### 7.12 **Regulation of appointment to the other posts:-**

7.12.1 Please see Para 7.1.1 of this manual.

#### 7.12.2 **Creation of a post of Manager, Typing and cyclostyling pool in the offices of Accountant General (Audit):-**

With reference to matter regarding subject cited above, Cadre of Stenographer, Personal Assistant and Manager (Typing Pool) was restructured vide CAG's circular dated 6.1.2000. Again it was restructured as per details given in Para 7.1.1(viii) of this manual.

(Authority: - CAG's circular No. NGE (Estt.)/51/1999 NO. 1282-NGE -Estt.(App) /75-99 dated 6.1.2000 and CAG's circular No. 36/Staff (App)/16-2010 NO. 980-Staff (App-1)/16-2010 dated 07.12.2011)

7.12.3 Deleted.  
[Authority: -Para 7.1.1(viii) of this manual]

7.12.4 Deleted.  
[Authority: -Para 7.1.1(viii) of this manual]

7.12.5 Please see Para 7.1.1(iv) of this manual.

7.12.6 **Gestener operator filling up of the posts:-**  
Deleted in view of Para 7.1.1(i) of this manual.

7.12.7 **Filling up of vacancies in stenographer cadre in Hindi speaking regions: -**

In offices, where the number of posts of stenographers is more than 5, the vacancies in future should be filled in such a way that at least 25 % of posts of stenographers could be manned by persons holding/knowing Hindi stenography. Later on, this percentage may be increased after review in the position.

(Authority: - CAG's cir. L. No. 3124-NGE-III/51-79-Vol.-IV/part-II, dated. 22-7-1981 and L. No.894-N.-2/40-84, dated 11-9-1984)

7.12.8 **Recruitment of ex-servicemen for security staff:-**

Security/care taking staff should as far as possible be recruited from amongst ex-servicemen, While placing indents for filing up such vacancies, the Employment Exchange, as well as local ex-servicemen Associations/Welfare Boards may be requested to sponsor only experience men for these posts.

(Authority: - C & AG's cir. L. No. 1901/NGE-III/93-82 dated 3-7-1982)

7.12.9 **Recruitment of caretakers/Assistant caretakers:-**

**From 01.09.2008** the norms for Recruitment of caretakers/Assistant caretakers will be as follows: -



(i) Group 'D' (Now MTS) and Group 'C' staff borne on the regular establishment and deployed on caretaking duties, which is not to be treated as deputation to an ex-cadre post, may be paid a Caretaking allowance of 10% of the aggregate of pay in the pay band and grade pay thereon. The number of persons entitled to the allowance should not, however, exceed the existing strength of caretaking personnel in these groups in all the applicable scales of pay taken together.

(ii) No other additional remuneration in the form of Deputation (Duty) allowance or Special Pay shall be admissible to the personnel so deployed.

(iii) In establishments which continue to retain separate posts of Caretakers, these posts shall be merged in the general ministerial cadres in the corresponding scales of pay. The merger of the posts in this cadre with the ministerial post in corresponding pay scales should be carried out in every organization where it has already not been implemented. In other words, there will be no separate cadre of Caretakers anywhere in the Government.

(iv) Where no person from the cadre is willing to serve as Caretaker, the post may be allowed to be filled up on loan basis instead of deputation basis from other cadres. For filling up the post on loan basis the employees carrying the same scale of pay as applicable to the post or carrying scale next below with three years of service may be made eligible for appointment. On appointment on loan basis the employee may be allowed the scale of pay attached to the post (viz. post of Caretaker) in addition to Caretaking Allowance.

(v) The norms laid down for determining the level of the post are given in **Annexure** as follows: -

**Annexure****Norms laid down for determining the level of the post**

	<b>Floor Area of Building</b>	<b>Pay band and Grade Pay</b>	<b>No. of posts</b>
a)	Up to 2000 Sq.mts.	.....	No post to be sanctioned Group 'C' or MTS staff may be deployed on part-time basis and allowed care-taking allowance.
b)	Above 2000 Sq.mts. and upto 7000 sq.mts.	PB 5200-20200 GP 1900 (As per 6 <sup>th</sup> CPC)	One post (Assistant Caretaker)
c)	Above 7000 Sq.mts and upto 14000 sq.mts.	PB 5200-20200 GP 2400 (As per 6 <sup>th</sup> CPC)	One post (Caretaker)
d)	Above 14000 Sq. mts and upto 20000 sq.mts.	PB 9300-34800 GP 4200 (As per 6 <sup>th</sup> CPC)	One post Scale to be decided depending on the complexity of the task.
e)	Above 20000 sq.mts.	PB 9300-34800 GP 4200 (As per 6 <sup>th</sup> CPC)	One post + additional post in lower grade as per these norms

(Authority: -GOI Min. of Fin.OM No. F. No. 7(46)/E.III (A)/98 dated 30.06.1999 vide CAG's Order No.-475 Audit (Rules)/77-98/4-99(91) dated 05.10.99 and OM No. F.No.7 (21)/2008-E-III (A) dated 22.09.2008 vide CAG's Order No.-414 Audit (Rules)/36-2008 dated 24.09.2008)

**7.13 Procedure to be followed for absorption of casual laborers in regular establishment:-**

**7.13.1 Relaxation of the Upper age limit for appointment in regular establishment:-**

(i) Such casual temporary employees should be allowed to deduct from their actual age the period spent by them as casual labourers and if after deducting this period, they are within the maximum age prescribed for the service a post in the regular establishment they should be considered eligible.

(Authority: - G.O.I. MOHA L. No. 4/9/71-Estt.(D), dated 9<sup>th</sup> August 1961)

(ii) Casual labours recruited initially through the Employment Exchange and having acquired long experience in such employment should be preferred to other for appointment to regular establishment. For this purpose, a minimum period of two years continuous service as casual labour should be deemed to constitute long experience. Accordingly, appointment of casual labourers to class IV posts, borne on the regular establishment, which are required to be filled by direct recruitment shall be made subject to the following conditions;-

(a) No casual labour, not registered with the Employment Exchange should be appointed to posts borne on the regular establishment;

(b) Casual labours appointed through employment Exchange and possessing experience of minimum of two years continuous service as casual labour in the office/establishment, to which they are so appointed shall be eligible for appointment to posts on the regular establishment in that office/establishment.

(c) Casual labours recruited in an office/establishment direct without reference to the Employment Exchange, should not be considered for appointment to regular establishment, unless they get themselves registered with the Employment Exchanges and render from the date of such registration a minimum of two years continuous service as casual labour and are subsequently sponsored by the employment exchange in accordance with their position in the register of the Exchange.

(Authority:- GCI, MOHA OM No. 16/10/66-Estt.(o) dated, 2 December 1966 and CAG's Endt. No. 1972-NGE II/52-74-II, dated 14-8-1974).

7.13.2 A casual may be given the benefit of the above mentioned provisions, if he has put in at least 240 days of service as a casual labour (including broken period of service) during each of the two years of service.

(Authority:- GCI, MOHA OM No. 14/1/68-Estt. (c) dated 12, February 1969)

### 7.13.3 Engagement of Casual Labour:-

(i) The Casual labour should not be engaged against regular posts in class IV cadre. The escape of engaging casual labour is confined to add jobs only,

(ii) The casual labour satisfying the following conditions can be considered for appointment against regular class IV posts and are to be given preferences to others if they possess experience of a minimum of two year continuous service;

- (a) They should be registered with the employment Exchanges;
- (b) They should possess the requisite educational qualification prescribed for the post;
- (c) Casual labours recruited direct without reference to the Employment Exchange, should not be considered for appointment to regular establishment unless they got themselves registered with the employment exchange.

(Authority:- C & AG's L. No. 1219/NGE-II/52-73-II dated 16<sup>th</sup> May 1974 and L.No. 1975-NGE/II/52-73-II/dt. 24-8-1974).

**7.13.4 Appointment of casual labour and their regularization:-**

Deleted.

**7.13.5 Relaxation of ban on filling of posts of peons regularization of casual employees engaged on daily wages basis:-**

Deleted.

**7.13.6 Regularization of casual workers-compliance with statutory requirement of reservation for SC/ST etc:-**

Appointment of casual workers against regular posts will be a case of direct recruitment. Hence all statutory requirements relating to filling up of posts by direct recruitment should be followed while regularizing the services of casual workers against existing vacancies or against posts that may be created in future. General orders relating to reservation of vacancies for persons belonging to SC/ST, physically handicapped categories etc. will also be applicable in case relating to regularisation of casual workers. The vacancies meant for these categories of persons should be filled up by casual workers belonging of the respective reserved categories to the extent possible, and the balance, if any, may be filled up by outsiders belonging to these categories, who are not casual workers casual, workers, who do not belong to the reserved categories, could be appointed against unreserved vacancies only. (CAG's letter no. 3021-NGE III/16-67/II, dated 27-9-1988)

**7.14 Rendition of Forms ER-I, ER-II and SV-return prescribed under the Employment Exchanges Act, 1959 and Rules framed there made under:-**

The quarterly return is to be submitted as on 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December each year in Form-I with statement of recoveries in Form SV, to the Employment Exchange serving the area in which the establishment is situated as prescribed under Employment

Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules there under so as to reach the Employment Exchanges by the 30<sup>th</sup> of the month following the quarter to which it relates. A return, in form II, giving the occupational break up of employees in each establishment is also required to be rendered once in two years. Copies of the above quarterly returns in various forms need not be endorsed to H.Qrs. office vide L.No. 3168-BR3/258-79, dated 23<sup>rd</sup> July 1981.

The Director General of Employment and Training has clarified that the change in the procedure of recruitment of personnel in group 'C' posts does not affect the position in the retention of the prescribed returns which may continue to be rendered as before.

(Authority: - C & AG's L. No. 2507/BRS-258-70 dated. 22<sup>nd</sup> August 1980).

#### 7.15 **General:-**

All proposals for promotions, whether substantive or officiating should be submitted to the appointing authority.

##### 7.15.1 **Promotion to Audit officers cadre:-**

Please Para 7.1.1(XII) of this manual.

##### 7.15.2 **Promotion to the grade of Assistant Audit Officer:-**

Please Para 7.1.1(XI) of this manual.

##### 7.15.3 **Re-designation of Section Officer as Assistant Audit Officer :-**

Ministry of Finance had upgraded the pre-revised pay scales of Section Officer and Assistant Audit Officer / Assistant Accounts Officer vide Notification under GSR 622(E) dated 29.08.2008 and placed them in a common Pay Band (PB-2 9300-34800) with Grade pay of Rs.4800/- merging of the posts of Section Officer and Assistant Accounts / Audit Officer.

The cadre of Section Officer and Assistant Accounts / Audit Officer will be re-designated as Assistant Accounts Officer / Assistant Audit Officer and will be classified as Group 'B' Gazetted. .

**This will take effect from 27.05.2009.**

(Authority: -CAG's order No.697-6PC/GE-II/22-2009 dated 27.05.2009)

#### 7.15.4 **Validity of panel for promotion:-**

The preparation of panel for promotions will be on the basis of financial year. Accordingly, crucial date for determining eligibility of officers for promotion will be 4/2001 as it will come into force in respect of the vacancy year 2015-16 (Financial year) commencing from April 01, 2015 and **shall accordingly be applicable to all such subsequent vacancy years.**

Therefore, two separate panels need to be drawn one for vacancies occurring during the period from 01.01.2015 to 31.03.2015 with crucial date as January 01, 2015 and second for the period from 01.04.2015 to 31.03.2016 with crucial date as April 01, 2015.

(Authority: - CAG's Circular No. 27/2014, Letter No. 619-Staff (App)/195-2014 dated 10.07.2014 and CAG's Circular No. 27/2014, Letter No. 621-Staff (App)/195-2014 dated 10.07.2014 vide CAG's e-mail dated 7.11.2014)

#### 7.15.5 (A) (i) **Filling up of the post of welfare Assistant:-**

In exercise of the powers conferred by clause (5) of Article 148 of the Constitution and in supersession of the Indian Audit and Accounts Department and in supersession of the Indian Audit and Accounts Department (Group 'C' Ex-Care posts) Recruitment Rules, 1988 published in the Gazette of India in Part II. Section 3, Sub-section (i) vide GSR No. 661, dated 4<sup>th</sup> August, 1988 hereby makes the following rules to regulate the method of recruitment to the post of Welfare Assistant in the field offices of the Indian Audit and Accounts Department namely: -

**1. Short title and commencement:** - (1) These rules may be called The Indian Audit and Accounts Department (Welfare Assistant) recruitment Rules, 2002.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification and scale of Pay:-**The number of posts, their classification, pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and qualifications, etc.:** -The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (14) of the said Schedule.

**4. Disqualifications:** - No person,--

(a) Who, has entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax:** -Where the Comptroller and Auditor General of India is of the opinion that it is necessary or expedient to do so, he may, by order, and for reason to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving:** -Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard as applicable to persons employed in the Indian Audit and Accounts Department.

### SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay	Whether Selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
<b>1. Welfare Assistant</b>	83* (2002) *Subject to variation dependent on workload.	General Central Services Group 'B', Non-Gazetted, Ministerial	Pay Band-2 (9300-34800)+ Grade Pay-4800	Not applicable	Not applicable
Whether benefit of added years of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972		Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	
(7)		(8)		(9)	
Not applicable		Not applicable		Not applicable	
<b>Method of recruitment:</b> Whether by direct recruitment or by		In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made			

promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	
(11)	(12)
Not applicable	<p><b>Deputation:</b> Officers in Central Government:—</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000/- or equivalent in the parent cadre or Department; and</p> <p>(b) possessing three years experience in the field of welfare or community activities, housekeeping, sports and cultural activities, personnel administration also including settlement of personal claims etc.</p> <p>(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three (3) years. The maximum age limit for appointment by deputation or absorption shall be not exceeding 56 years as on the closing date of the receipt of applications.</p>
If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitments.
13	14
Not applicable	Not applicable

{Authority: - **G.S.R. 416** Min of Fin., Deptt. of Exp. New Delhi, the 26<sup>th</sup> September, 2002, The Gazette of India October 12, 2002/ASVINA 20, 1924 [Part II-Sec. 3(i)] , Corrigendum GSR 302 Min of Fin., Deptt. of Exp. New Delhi, the 18<sup>th</sup> August, 2003, The Gazette of India August 30, 2003/BHADRA 8, 1925 [Part II-Sec. 3(i)] vide CAG's Circular No. NGE/30/2003 No. 219-NGE (App.)/82-99 dated 25.06.2004 and CAG's Circular No.36/NGE/2003 No,829-NGE(App)/44-2003 dated 8<sup>th</sup> October 2003



and No. 1359-6PC/GE-II/135-2008 dated 1<sup>st</sup> October 2008 (Point No.23 in Annexure-A referred to 'reply on clarifications sought by field offices') vide FAX-315 dated 6.10.2008}

(ii) The existing arrangement of selection to the ex-cadre post of Welfare Assistant though a Selection Committee would continue. However, the composition of Selection Committee would now be as below:

- (a) Cadre controlling officer in the rank of PAG/AG – Chairman
- (b) Officer of the rank of Sr. D.A.G. / D.A.G. in charge of Administration Group - Member
- (c) Any other officer of the rank of Sr. D.A.G. / D.A.G. (from an office other than the one in which appointment is considered)

(Authority: - CAG's Circular No.36/NGE/2003 No, 829-NGE (App)/44-2003 dated 8<sup>th</sup> October 2003)

(iii) Extension of deputation period of officials to the ex-cadre post of Welfare Assistant may be restricted to a maximum of five (5) years and no further extension to tenure of such deputation beyond the fifth year should be allowed under any circumstances.

(Authority: - CAG's Circular No.27-NGE (Disc.)/2007 No, 562-NGE (Disc.)/22-2007 dated 11.09.2007)

**(iv) Duties to be performed by welfare Assistant:-**

- (a) Assistance to families of Government servants who die in harness, under staff welfare.
- (b) In those cases when prompt action is often not taken for settlement of dues of employees who die in harness, the welfare Assistant will help the welfare officer who acts as a liaison officer between the Drawing & Disbursing officer on one hand and the P.A.O. on the other hand. He will also ensure that the payment of dues under group insurance scheme. General Provident Fund, pension, D.C.R.G. etc. are made quickly by various authorities.
- (c) Should also render assistance to the families to get various application forms filled up by them.
- (d) Other duties as may be assigned by the welfare officer.

**Annexure-I*****Duties of welfare officer:-***

Please see Para 1.1.13 of this manual.

**7.15.5 B Appointment of Supervisors in Audit Office**

Please see Para 7.1.1(ix) of this manual.

**7.15.6 Promotion to the posts of (a) Section Officer, (b) Senior Auditor (c) Auditor (d) Clerks + other posts:-**

Please see Para 7.1.1 of this manual.

**7.15.7 Shorthand speed test conducted by S.S.C. permission to appear in favour of those who have exhausted two three chances availed under the incentive scheme:-**

According to the instructions contained in Headquarters office circular letter No. 2566-NGEI/112-67, dt. 29-11-1968, one of the conditions for eligibility for promotion to the grade of Rs.1400-2600 is that the candidate should possess a speed of 100 w.p.m. in shorthand. The officials who qualified in the proficiency test under the incentive scheme for the grant of advance increments are taken to possess the qualification mentioned above for the purpose of promotion and no separate test is necessary for the purpose. It is not possible to apply this principle in the case of those candidates who have already exhausted all the three chances available under the intensive scheme for the proficiency test conducted by the staff selection commission. The facility of appearing in the speed test for becoming eligible for promotion cannot, however, be devoid to such candidates. Accordingly while sponsoring the names of such candidates to the S.S.C., it may be specifically mentioned that they have been allowed to take the test on their undertaking that if they qualify, they will not be allowed the advance increments under the incentive scheme, but will be taken to possess, the qualification for the purpose of promotion to the next higher grade only. A specific undertaking to this effect may invariably be obtained from the officials concerned before sponsoring their candidature for additional tests beyond 3 chances and for the purpose of qualifying for promotion to the higher grade.

**7.15.8 Stenographers-No objection to typing work:-**

While there is no objection to typing work of urgent or confidential/secret nature being entrusted to them it has to be ensured that they are not utilized excessively for typing work on regular basis.

(Authority: - CAG's letter No. 627-N.4/4-82-III dated 4.10.1982)

**7.15.9 Promotion of clerks as Auditors crucial date:-**

Please see Para 7.15.4 of this manual.

**7.15.10 Seniority of clerks promoted as Auditors vis.-a-vis. staff transferred from A & E Office from the waiting list:-**

For the purpose of numerical count, 20-point roster will have to be maintained to operate the promotion quota of clerks in Audit offices and the direct recruitment quota for transfer of the wait listed staff from the A.G. (A&E) office. It is not the intention that the wait listed staff so transferred will rank according to the roster point. Clerks promoted as auditors in the audit office against the promotion quota under paragraph 3-9-1 of the M.I.R. will rank en bloc Junior to the wait listed staff transferred to audit office from the Accounts office.

(Authority: - CAG's letter No. 220-N.2/39-84, dated 20.3.1984)

**7.15.11 Grant of Special chance in Type Test to Clerks promoted from Group 'D'.**

Please see Para 7.1.1 of this manual.

**7.15.12 Re-promotion of Reverted Grade 'D' Employees:-**

Please see Para 7.1.1 of this manual.

**7.15.13 Exemption from passing type tests to promotee from Group 'D'.**

Please see Para 7.1.1 of this manual.

**7.15.14 TA for group 'D' officials for promotion tests:-**

Please see Para 7.1.1 of this manual.

**7.15.15 Improvement in promotion prospects of clerks/typists revision of cadre:-**

Please see Para 7.1.1 of this manual.

**7.15.16 Promotional avenues of Group 'D' Staff-cadre of record Sorter (re designated as Record Keeper no w.e.f. 10.10.1984):-**

Please see Para 7.1.1(i) of this manual.

**7.15.17 Job contents for the post of Record keepers:-**

Please see Para 7.1.1(i) of this manual.

**7.15.18 Selection Grade Record Keepers:-**

Please see Para 7.1.1(i) of this manual.

**7.15.19 Promotion of Group 'D' employees to Group 'C' cadre:-**

Please see Para 7.1.1(i) of this manual.

**7.15.20 Promotion within group 'D' cadre:-**

Please see Para 7.1.1(i) of this manual.

**7.16.1 Officiating Promotions in short term Vacancies:-**

Please see Para 7.4.1 and 7.5.1 of this manual.

**7.16.2 Reservation For SC/ST in Promotion:-**

Please see Para 7.5.1 of this manual.

**7.17.1 Ad-hoc promotions:-**

Ad-hoc appointments should not be made at all, except in short term vacancies. It should be seen that against long term, vacancies, only regular promotions are made in accordance with the recruitment rules, particularly in posts filled by promotions within the purview of orders regarding reservations SC/ST. Special steps should be taken to ensure that ad-hoc promotions where they are inescapable, are kept to the bearable minimum number and that they do not also continue for long periods.

(Authority: -Govt. of India, MO HA DOP &AR O.M. No. 36021/8/76-Estt (SCT) dt.20.4.1978 and C&AG's Endt. No. 211-N-3/8-82/II, dated 16.2.1982)

**7.17.2 Ad-hoc Promotions-consideration of SC/ST employees:-**

Where ad-hoc promotions become inescapable in public interest, the claims of the officers belonging to SC/ST who are eligible, should also be duly considered along with other eligible in the field though there is to be no formal reservation for SC/ST in ad-hoc promotions.

(Authority: -Govt. of India, MOHA DOPA & AR OM. No. 2602/7/78-Estt. (SCT) dated 16-4-1979 and C & AG's L. No. 211/N.3/8-82-II, dated 16.2.1982)

**7.18 Representations of women members on the various committees/Boards concerned with selection:-**

The Ministry/Department etc. should try to nominate to the extent possible a lady officer in the selection Board/Committee concerned with selection of candidates for various posts/services under them. Where a good number of lady candidates are expected to be available for the service/post, no effort should be spared in finding a lady officer for inclusion in the Selection Board/Committee. In the event of such an officer not being available in the Ministry/Department, if self, there is no objection to nominate a lady officer from and other office at the same station.

(Authority: -Govt. of India, MOP & T & AR and PG&P (DOP&T) O.M. No. 35021/1/85-Estt. (C) dated 8-11-1985 and C & AG's Endt. No. 333-N-3/18-85-Vol II, dated 10.3.1986)

**7.19.1 Validity of panels in case of those who are on long leave and could not be promoted:-**

A person who is on leave and could not be promoted if a junior in the same panel is regularly promoted for the purpose of being taken off the panel only, subject to the actual effect being given on return from leave. This benefit could not be admissible in cases where persons have refused promotion on the basis of panel or those who have taken leave with the purpose of avoiding transfer to other stations or those who remain on long leave without proper sanction. The benefit will be given to those who are on long leave due to proved physical disability.

(Govt. of India, MOHA (DOP & AR) O.M. No. 22013/8/80-Estt. (D) dated 28-9-1981 and C & AG's Endt. No. 6553-N-2/11-N-3/80 II, dated 18.12.1981)

**7.19.2 Policy to be followed in case where persons refuse promotion to a higher grade:-**

Refusal of promotion by an officer should entail that no fresh order of promotion would be issued to him for a period of one year. In cases, where the reasons adduced by the officer for his refusal of promotion are not acceptable to the appointing authority, then he should enforce the promotion on the officer and in case if the officer still refuses to be promoted, then even disciplinary action can be taken against him for refusing to comply with the orders.

(Govt. of India, MOHA (DOP & AR) O.M. No. 22034/3-81-Estt. (D) dated 1-10-1981 and C & AG's Endt. No. 765-Audit/80-81/1-81(90), dated 29.10.1981)

**7.20 Selection grade in the Group ‘D’ posts.**

Deleted.

(Authority: - CAG’s Circular No.18-NGE/2010 No. 717-NGE(App)/25-2010 dated 28<sup>th</sup> June 2010)

**7.21 Declining promotion on reservations basis:-**

As the orders regarding reservation for SC;/ST community issued by the govt. of India do not provide for exclusion of any members of SC/ST community from consideration, for promotion against vacancy reserved for them on the basis of declaration of such a candidate surrendering his claim against a reserved vacancy, the SC/ST candidate concerned cannot be excluded from the consideration for promotion against a reserved vacancy on the basis of his declaration that he does not want promotion against a reserved vacancy.

(Authority:- C& AG’s L. No. 2607-NGE-II/56-74-3, dated 26<sup>th</sup> October 1974)

**7.22 Promotion of Employees on whom penalty is imposed:-**

**(a) Sealed cover Procedure-**

Officials who are under suspension or whose conduct is under investigation or against whom departmental proceedings are about to be initiated, the candidates suitability for promotion should be assessed at the relevant time by the DPC and a finding reached whether if the officer had not been suspended or his conduct has not been under investigation, he would have been recommended/selected for promotion where a select list has been prepared, the competent authority should also take a view as to what the official position in the list would have been but for his suspension. The finding as to the suitability and the place in the select list should be recorded separately and attached to the proceedings in a sealed envelope superscribed “Findings regarding merit and suitability for promotion confirmation in (service/grade/post) in respect of Shri ----- and not to be opened till after the termination of suspension or disciplinary proceedings against Shri ----- “The proceedings of the DPC, etc. need only contain the note, “The findings are contained in the attached sealed envelope”.

The authority competent to fill the vacancy should be separately advised.

(i) To fill the vacancy only in an officiating capacity where the findings as to the suitability of the officer are for his promotion; and (ii) to reserve a permanent vacancy where such findings are for his confirmation.

(b) The vacancy that have gone to the officer but for his suspension or disciplinary proceedings against him should be filled only on an officiating basis by the next person in the approved list. If the officer concerned is completely exonerated and it is held that the suspension was wholly unjustified, he should be promoted thereafter in the first vacancy that can be made available for the purpose and his seniority in the higher grade fixed as if they had been promoted in accordance with his position in the select list as given in the sealed envelope.

(Authority:- C& AG's Endt. No. 716-AII/56-74-3, dated 26<sup>th</sup> October 1974)

(c) Where the departmental proceedings have ended with the imposition of a minor penalty, viz; censure, recovery of pecuniary loss to the government, with holding of increment of pay and with holding of promotion, the recommendations of the DPC in favour of the employee kept in sealed cover will not be given effect to. But the case of the employee concerned for promotion/confirmation may be considered by the next DPC when it meets after the conclusion of the departmental proceedings. If the findings of the DPC are in favour of the employer, he may be promoted in his turn if the penalty is that of "Censure" or "recovery of pecuniary loss caused to the government by negligence or breach of orders". In the case of employees who have been awarded the minor penalty of "withholding of increments" or "with holding of promotion", Promotion can be made only after the expiry of the penalty.

(Authority:- C & AG's Endt. No. 162-A/F-40-78/1-79 (15), dated 8<sup>th</sup> May 1979).

**7.23 Promotion of Section Officers Grade Examination Part I passed clerks as Auditors in Audit Officers:-**

Please see Para 7.1.1(iii)(b) of this manual.

**7.24 Promotion of matriculate group 'D' clerks on seniority basis:-**

Please see Para 7.1.1 of this manual.

**7.25 Promotion within group 'D' Relaxation of educational Qualifications:-**

Please see Para 7.1.1 of this manual.

**7.26 Promotion prospects of clerks/typists/ from group 'D' staff Proficiency in type writing:-**

Please see Para 7.1.1 of this manual.

### CHAPTER-VIII

#### Postings, Transfers, Confirmation, Seniority, Deputations Permanent Absorptions and Foreign Assignments

#### 8.1 Postings and transfers:-

8.1.1 (a) After restructuring of this office, amendment in name of Groups, posts and sections are regulated as below: -

Sl. No.	Group	Designation	Sections
1.	Accountant General	Secretary to AG	Secretary to AG
			ITA
			AG's Secretariat
		PS to AG	
		Sr. AO/ECPA	ECPA
		Sr. AO/Report	Report Report(PAC)
2.	Sr. DAG/Admn.	Sr. AO/ Administration	Admn. XI
			Admn. XII
			Recruitment Cell
		Sr. AO/Cash	Admn. XIII
			Admn. XIV
			Cash Branch
		Sr. AO / Ex.Br.	Executive Branch
			General Section-1
			IS wing
		Sr. AO / Legal Cell	Legal Cell
			Confidential Cell
			Pay Fixation Cell (PFC)
		Sr. AO/OAD(F)	Central Co-ordination
			FAAAT
			Manual Cell
			OAD (Finance)-HQ
Sr. AO Report(F)	Report (State Finance)		
	FAAS(M)		
Sr. AO/FAAS	FAAS-1		
	FAAS-2		
	FAAS-3		
Sr. AO/FAAP Gr-1&2	FAAP Gr-1(FAAP 11-14, 12-16)		
	FAAP Gr-2(FAAP 13-15, 17-18)		
Sr. AO/FAAP-3	FAAP Gr-3(FAAP 22-23, 24-25)		
	FAAP 20-21		
3.	DAG / General Sector Audit		Secretariat/General Sector
		Sr. AO/GSA(HQ)	OAD-21
		Sr. AO/GSA(Editing)	OAD-22



4.	DAG / Social Sector Audit-I		Secretariat/SS-I
		Sr.AO/SS-I(HQ/TGS)	HQ TGS (Technical Guidance and Supervision)
		Sr.AO / SS-I (Editing)	Editing-1 (Urban Local Bodies) Editing-2(P.R.I)
		Sr.AO / SS-I(DP Cell & Report Work)	DP Cell Report, ATIR & Review Work
5.	DAG / Social Sector Audit-II		Secretariat/SS-II
		Sr.AO/SS-II (HQ)	OAD-M FAAM Cell
		Sr.AO/SS-II (Editing)	OAD-2 OAD-3
		Sr.AO/DP Cell	DP Cell/GS DP Cell
6.	DAG / Social Sector Audit-III		Secretariat/SS-III
		Sr.AO/SS-III (HQ)	OAD-11
		Sr.AO/SS-III (Editing)	OAD-13 OAD-14
			DP Cell/SS-III
7.	Welfare Officer	Welfare Officer	Welfare Branch Hindi Cell

(Authority: - OE- XI/Gr.-4/Misc. dated 20.11.2012 and OE- XI/Gr.-1/Restructuring/O.O./419 dated 03.03.2015)

**(b) Guidelines on Transfer and Posting of Gr. 'B' & 'C' staff and disclosure of the same on the official website of the office: -**

Transfer and Posting Boards, consisting of minimum 03 members, shall be constituted in all the IA&AD offices which will recommend the transfer and posting of all the Gr. 'B' & 'C' staff. The details of the Boards so constituted, the guidelines on transfer and posting and posting orders are to be uploaded on the official websites of the concerned offices with immediate effect. The detailed guidelines on Transfer and Posting are to be framed by every office keeping in view the local scenario of the cadre composition and the broad guidelines / instructions given as under-

- (i) For the purpose of inter office transfer and posting of the Gr. 'B' & 'C' staff, under the same cadre controlling authority, there shall be a single Transfer and Posting Board consisting of the Group Officers in-charge of Administration in the concerned offices and the senior most amongst them will be the Chairperson. Where there are less than 03 participating offices, the third Group Officer may be nominated by the cadre controlling authority i.e. the accepting authority.

- (ii) For the intra office postings of Gr. 'B' (Non Gazetted) and Gr. 'C' Staff, the Transfer and Posting Board will consist of 03 Branch Officers. The Branch Officer in charge of administration would be the Ex-Officio member and other two Branch Officers would be nominated by the Head of the Department and senior most amongst them would be the Chairperson. The Group officer in-charge of Administration would be the accepting authority.
- (iii) For the intra office transfer and posting of the Gr. 'B' (Gazetted) Staff, the Board will consist of Group Officer and Branch officer in-charge of administration and one more Group Officer to be nominated by the Head of the Department. The senior of the two Group Officers would be the Chairperson. The Head of the Department would be the accepting authority. However, where there is only a single Group Officer in any of the office, a branch officer may be nominated by the HOD as the third member.
- (iv) The Gr. 'B' & 'C' staff shall not be transferred from a particular post before the lapse of a minimum period of two years.
- (v) These instructions are to be implemented with immediate effect (from 06.01.2014).

(Authority: - CAG 's Circular No. 1-Staff Wing/2014 vide No. 10-Staff(App-II) 63-2013 dated 06.01.2014)

#### 8.1.2 IA & A.S. cadre:-

(i) Quantum of IA & AS posts in each office is decided by the Headquarters office and the final strength allowed for each office is communicated by Headquarters office after scrutiny of the proposals submitted by the Accountant General. Sanction for the continuation of the various temporary IA & AS posts is also accorded by the Headquarters office. No proposals are submitted to the Headquarters office for conversion of the temporary posts into permanent ones. Postings and transfers of IA & AS officers from one office to another (of all officers below the rank of Deputy C & AG) are made by the C & AG of India. The Accountant General may make postings within their respective offices to the sanctioned charges of Assistant Accountant General etc.

[Authority: - Para 129 of C & AG's M.S.O. (Admn.)Vol.-I]

(ii) Members of IA & AS are not permitted to make personal request for special consideration in the matter of promotion postings etc. but the C & AG is willing to receive demi-official intimation of an officer's preference for a particular locality or for particular branches of the work of the IA & AD officers wishes are met as far as possible but the preferences of officers are

naturally sub-ordinate to the requirements of the Department. An officer sending such intimation should communicate the contents of the letter to his Accountant General to whom copies of the replies will be sent by the Headquarters office.

[Authority:- Para 130 of C & AG's M.S.O. (Admn.) Vol.I]

(iii) All reports of taking and handing over charge should be submitted to the office of the C & AG of India, in duplicate on the day the transfer of charge is made.

(Authority:- Para 131 of C & AG's M.S.O. (Admn.) Vol.I)

### 8.1.3 **Assigning of supervisory charge of IA & AS officers Delegation of powers of Accountant General level officers:-**

According to para 17 of the C & AG's MSO (Admn.) Vol.I, charge of the administration is vested with senior Deputy Accountant General/Deputy Accountant General and charge of other branches are also with the officers of Junior Administrative Grade or Senior time scale officers. The posting orders in respect of senior time scale officers and officers in Junior Administrative Grade are issued by the C& AG's of India, indicating there in the specific charges where they are to be posted. In case charge of any branch has not been indicated by the C & AG, the Accountants General are delegated the powers to entrust the charge of that particular branch to any one of the IA & AS officer posted under him. The charge so specified will be in addition to the charge initially approved by the C & AG of India. In partial modification of the above instructions, powers have been vested in Accountants General subject to the following conditions:-

- (1) Inter-change of the charges of Sr. DAG/DAG and vice-versa should not be made without the prior approval of Headquarters office;
- (2) No change are to be made under the existing charges;
- (3) Changes in the existing charges are to be made only when there are sufficient reasons for it and may be intimated to Headquarters office.
- (4) Without the prior approval of Headquarters office, no change is to be made when it affects the grade to which special pay is attached.

(Authority: - C & AG's letter No. 1471-GEI/226-78 (K.W.), dated 20 April 1979 and letter No. 1030-GEI/226-78 (K.W.), dated 25 February 1981)

**8.1.4 Entrusting the charge of DAG level posts to Audit Officers during short-term vacancies (31 days or above):-**

Against the vacant post (s) of Deputy Accountant General for 31 days or above upto one year, suitable Audit officers can be allowed to work as Deputy Accountant General for an initial period of six months or the specific recommendations of the Accountant General. While making recommendation for such arrangements, reasonable recognition should be given to 'merits' of the officers in addition to their seniority. The nature of arrangement will, however be purely temporary and ad-hoc and can be terminated by the Accountant General (with prior approval of the Headquarters office) at any time.

While forwarding the proposals/recommendations to the headquarters office, following documents/ information have to be furnished:-

- (a) C.R. files of the officer (s) recommended.
- (b) C.R. files of all the officers senior to the junior most officers recommended.
- (c) A list of Audit officers showing their date of birth date of promotion as audit officer, date of superannuation, whether in the department or on deputation/Foreign Service, and the period if any for which they worked as DAG.
- (d) Details of the post (s) against which arrangement is proposed to be made;
- (e) Whether willing to work as Deputy Accountant General.
- (f) Requests for extension behind six months are invariably to be supported by a special report on the performance of the officer as DAG during the first six months.

As per instruction issued by the Government of India, the officiating arrangements will not be made against the vacant post (s) of Sr. DAG and other Junior Administrative Grade level posts in IA & AS. However, when it is not be feasible to keep the same vacant and it is considered that an Audit officer would be able to do the work, necessary proposals may be sent to Headquarters office to down grade it as a temporary measure.

The standard form of the office order as given below is to be used-

**Form of Office order**

Shri ..... Audit officer has been entrusted with the charge of the vacant post of DAG in this office in terms of Ministry of Finance (Department of Expenditure) letter No. 11014/1/76-EGI dated 31 August 1976 as partially modified vide letter of even number dated 5 August 1962) with effect from ..... purely as an ad-hoc arrangement subject to the following conditions:-

(1) This arrangement does not constitute promotion or appointment to IA & AS or to any post of higher scale of pay.

(2) While looking after the charge of the said post Shri .....

(a) Will be paid a special pay of Rs. .... Per month, in addition to pay in his own scale of Rs. .... From time to time provided the period is for 31 days or above but not exceeding in any case, beyond six month,

(b) Will not exercise the statutory powers vested in the said post under C.C.S. (CCA) Rules, 1965 and

(c) Will not be entitled to any other special pay in addition to the special pay of Rs. .... per month, mentioned above.

(3) This ad-hoc arrangement can be terminated at any time without assigning any reasons.

(Authority: - C & AG's letter No. ....dated .....

**Accountant General .....**

No.....

Copy forwarded to :-

(1) The office of the Comptroller and Auditor General of India, New Delhi, with reference to headquarters office letter No..... dated .....

(2) Shri ..... Audit Officer.

(3) Personal file of the officer.

(4) The Pay and Accounts officer (Audit) local officer of the .....

(5) .....

(6) .....

Audit Officer (Admn.)

### 8.1.5 Handing over notes of Heads of field officers:-

According to para 43 of the C & AG's Manual of standing orders (Admn.) Vol.I, when an Accountant General is relieved either permanently or temporarily of the charge of his office, he will draw up a memorandum setting up, briefly, results of his specific knowledge and experience of the office for the information of his successor. He will give the memorandum to the relieving officer and send a copy there of simultaneously to the C&AG of India.

To facilitate prompt action in Headquarters office on the various portions of the handing over memorandum it has been decided that the Accountant General should prepare the memorandum in ten parts dealing with:-

- (i) Matters relating to IA & AS officers,
- (ii) Matters relating to Audit Officers,
- (iii) establishment matters relating to confidential issues,
- (iv) establishment matters not of a confidential nature; and
- (v) Central and Local Audit and audit of Non-commercial Autonomous bodies etc;
- (vi) commercial Audit
- (vii) Revenue Audit
- (viii) Audit Reports
- (ix) O&M Training
- (x) Important outstanding paras of Director of inspections Reports.

The Accountant General should send these separately alongwith D.O. letter to the officers concerned as below:-

Part I	Assistant Comptroller and Auditor General of India (P).
Part II	Deputy Director (G.E.II)
Part III and IV	Assistant Comptroller and Auditor General of India (N).
Part V	Joint Director (T.A.II)

(Authority: - C&AG's confidential letter No. 2024-I-A.O. (T.A.II)/75, dated 16 June 1975).

#### 8.1.6 **Audit offices cadre:-**

The posts are sanctioned by the C&AG on the basis of the (prescribed yard sticks fixed, which are) affected in the staff proposals. Proposals for the continuation of the temporary posts on one year to year basis are sent to the Headquarters office by the first week of February each year quoting therein the sanction number and date of creation. For day to day work sanctioned strength register and vacancy register are kept. For transfer of Audit officers from one branch to another, orders of the Accountant General (Audit-I) are obtained. Leave reserves in respect of Audit officers are provided for in the Auditors cadre vide para 289 of the C & AG's MSO (Admn.) Vol.-I. For operation in lieu of posts, instructions contained in Para 162 of the Manual *ibid* are to be referred to.

#### 8.1.7 **Assistant Audit Officers:-**

The cadre strength is watched with reference to the Sanctioned Strength Register and vacancy register as per the provisions contained in the Manual of Instructions for Restructuring of cadres in IA & AD, so per cent posts in the section officers grade were up graded and persons, promoted were designated as Assistant Audit Officers (Group 'B' gazetted) in the scale shown in Para 7.1.1(xi) of this manual. Leave reserves, in respect of Assistant Audit Officer are provided for in the Auditors cadre vide para 289 of the C & AG's MSO (Admn.) Vol.-I Day to Day postings are done with the help of the sanctioned strength register and vacancy register. These are submitted for orders of the Group officer (Administration).

#### 8.1.8 **Stenographer/Personal Assistants:-**

The cadre strength is watched with reference to the sanctioned strength register and vacancy register. The day to day postings are submitted to Sr. DAG (Admn.) for orders. Leave reserves are calculated on the basis of sanctioned posts in the above scales.

#### 8.1.9 **Senior Auditors/Auditors:-**

The cadre strength is watched with reference to the sanctioned strength register and vacancy register. Day to day postings are to be submitted to Sr. DAG (Admn) for orders. Replacement of the staff in the field /Zonal parties is to be got done by a committee of group officers and orders are then issued by the concerned OE section. For smooth running the leave reserves in auditors cadre are decentralized and given on proportionate basis as additional hands over and above the sanctioned posts in the various groups.

**8.1.10 Clerks/Typists:-**

The cadre strength of is watched with reference to the sanctioned strength register and vacancy register. Day to day postings are to be got done under orders of Sr. DAG (Admn.). The leave reserves are also decentralized with various groups and are given as additional hands over and above the sanctioned posts in the various groups.

**8.1.11 Group 'D' staff (Now MTS):-**

The cadre strength of Group 'D' staff is watched with reference to the sanctioned strength Register and the vacancy register. Postings of these staff are decided by the Audit officer, in charge, general section/Administration Section.

**8.1.12 Retention of Assistant Audit Officers and Auditors in the same section:-**

As far as possible no member of staff should normally be kept in the same wing whether in the central office or in the field audit parties for a period exceeding five years. Rotation to another group beyond five years be allowed only in exceptional circumstances and with the specific orders of the Accountant General concerned. These instructions would apply to Audit officers also. Where civil AAOs / AOs are working in the Commercial wing, they too would be subject to rotation as above.

To ensure adherence to these instructions Accountant General are to review the position and make advance planning as may be deemed necessary.

(Headquarters office circular No. NGE-92/87 No. 215 PC (CO-ord)/3-87, dated 17-11-1987)

**8.2.1 Transfer of selection grade Accountants/selection grade Section officers to the Audit Office:-**

There is no objection for transfer of the Accountants and the Section officers who have been granted Selection grade on 1<sup>st</sup> March 1984 or thereafter to the Audit office when their turn comes. However they will not be entitled to/carry selection grade scales in the Audit office Their pay will have to be fixed and allowed only in the Auditor's section officer's scale as if they were not granted selection grade in the Accounts office. The difference between the pay fixed and the pay last drawn on the date of transfer to selection grade in the Accountant office may be allowed as personal pay to the officials, which should be absorbed in future increments, if any, in the posts of Audit officers. On their promotion to higher grades in the Audit office their pay will be fixed under the normal rules without taking into account the personal pay allowed in the lower post. If



this results in loss the difference between the pay fixed in the higher posts under the normal rules and the total pay plus personal pay last drawn in the lower post will be allowed as personal pay to the official concerned which should be observed in future increment in the higher post. No stepping up of pay of seniors due to personal pay granted to juniors is permissible.

(Authority: - C & AG's circular letter No. 221-NGE II/126-84, dated 28 February 1986)

### 8.2.2 **Abolition of non-functional selection grade:-**

With affect from 13<sup>th</sup> September 1986, there can be no appointment to the non-functional selection grade like Stenographers, Senior Accountants and Selection Grade Section Officers. The cases of employees drawing pay in the non-functional selection grades before this date will however, be governed by note below Part A of the First Schedule to the rules.

(Authority: - C & AG's circular letter No. 990-991-N.2/117-86; dated 30 September 1986)

The note referred to in Para 8.2.3 reads as follows:-

“Except as otherwise provided, in the case of an employee drawing pay in the selection grade before the date of publication of these rules, his pay shall be fixed in the revised scale corresponding to such selection grade and the said pay shall be personal to such employee.”

(Authority: - Note below part-A of the First schedule to C.C.S (RP) Rules, 1986)

### 8.2.3 **Regulation of cases of Selection grade Accountants/selection grade selection officers to the Audit office:-**

In respect of Accountants/Section officers who have been granted non-functional selection grade on 1<sup>st</sup> March 1984 and thereafter and transferred from the waiting list to the Audit office in terms of paragraph 11 of Annexure 3.1.2-A and E of the Manual of instruction for restructuring of cadre in IA & AD, appointment to a non-functional selection grade will not be a disability for retention of the names of the staff in the waiting list for transfer to the Audit office. There is, therefore no objection for transfer of the Accountants and the Section officers who have been granted selection grade on 1<sup>st</sup> March 1984 or thereafter to the Audit office when their turn comes. However, they will not be entitled to carry the selection grade scale to the Audit office. Their pay will have to be fixed and allowed only in the Auditors/Section officers scales as if they were not granted selection grade in the Accounts office. In order to avoid any hardship due to the loss in

the quantum of pay, the difference between the pay fixed in the scale of auditor/section officer and the pay last drawn on the date of transfer in selection grade in Accounts office may be allowed as personal pay to the officials concerned which should be absorbed in future increments, if any in the posts in the Audit office. On their promotion to the higher grades in the Audit office, their pay will be fixed under the normal rules without taking into account the personal pay allowed in the lower post. If this results in loss the difference between the pay fixed in the higher post under the normal rules and the total pay plus personal pay last drawn in the lower post will be allowed as personal pay to the officials concerned which should be absorbed in future increments in the higher post. No stepping up of pay of seniors due to personal pay granted to juniors is permissible.

The case of the staff whose transfers to Audit offices had been effected in accordance with circular letter No. 833-N.2/83-84, dated 16 August 1984 refer para 8.2.1 based on the representation for change of allotment and against non-allocation should be regulated as per the terms and conditions set out in that letter and accordingly they would not be entitled to any personal pay if they are granted selection grade in the Accounts office after restructuring of cadres and transferred to Audit office vide condition I (2) thereof. Their pay would be fixed only in the lower scales without any personal pay.

(Authority: - C & AG's circular letter No. 221-NGE-II/126-86, dated 28 February 1986)

### 8.3 **Unilateral/mutual transfer of staff:-**

#### 8.3.1 (a) **Mutual Transfers in Gr. 'B' & 'C' cadres in the IA & AD:**

The following set of comprehensive guidelines will supersede all the existing instructions / guidelines on the subject-

- (i) Mutual Transfers may be permitted in respect of all the regular Gr. 'B' & 'C' posts, excluding the posts of Sr. A.O. / A.O., in the Department subject to the condition that the concerned officials should hold same post under the two different cadre controlling offices located at two different stations. Mutual transfer between an Auditor and Sr. Auditor and an Accountant and Sr. Accountant may also be permitted subject to the condition that the concerned Sr. Auditor/Sr. Accountant will have to seek reversion to the lower post of Auditor / accountant. On reversion to the lower post, the pay will be fixed in terms of the DOPT OM No.16/4/2012-Pay-I dated 05.11.2012. Such Sr. auditor /Sr. Accountant who will seek reversion to the post of Auditor / Accountant in the new office. However, in such

cases, at the time of promotion as Sr. Auditor / Sr. Accountant in the new offices, the benefit of pay fixation in terms of FR-22(I)(a)(1) would not be admissible.

- (ii) Mutual transfers allowed will not be in public interest and the officials mutually transferred will be the junior most in the respective cadre on the dates of their joining in the new offices.
- (iii) If the officials willing for mutual transfer belong to different categories (UR, SC, ST, OBC), it will be the responsibility of the concerned Heads of the Department to ensure that the vacant point of the requisite category is available in the reservation roster for the said post maintained by their offices to accommodate the official of different categories.
- (iv) In the case of AAOs; mutual transfers shall be permitted only in the same stream.
- (v) In case of officials recruited under sports quota, mutual transfers during first 10 years of their service would be allowed between the same discipline of Sports.
- (vi) Mutual Transfers may also be considered during probation period. However, in such cases where the mutual transfers have been permitted during probation period, the concerned officials will have to pass the requisite departmental examinations in the new office. The number of chances already availed to pass the said examination in the old office, along with the exemptions, if any, would be carried forward in the new office.
- (vii) Requisite length of service for promotion to the next higher grade would be required in the new office. However, for the purpose of MACP, the service rendered in the old office may be taken into consideration.
- (viii) Mutual Transfers may be permitted only once in the entire service career of an official. However, the same may not be permitted if the official concerned has attained the age of 56 years on the date of submitting the application to his/her cadre controlling office.
- (ix) Both the officials will have to give an undertaking to the effect that on the date of submitting the application for mutual transfer, they have not passed any other competitive examination conducted by the SSC/UPSC/State PSCs/Banking service recruitment Boards/ Railway recruitment Board or any other Recruitment agency and they will not resign from the service within one year from the date of joining in the new offices. However, if any of them resigns within one year, the mutual transfer already permitted would be treated as null and void.
- (x) The concerned Heads of the Department will have to initiate action within 10 days from the date of receipt of the application and dispose of the case within 60 days.
- (xi) The cases of Mutual Transfer in respect of non Gazetted Gr. 'B' & 'C' posts would be finalized by the local Heads of Department at their own level and intimate the details to

the Headquarters for information. However, the cases of Mutual Transfer of Gazetted Gr. 'B' Officers are to be forwarded to the Headquarters for prior approval along with the consent of the Heads of Department.

- (xii) These instructions will come into force from 06.06.2013. However, the cases of mutual transfers already finalized need not be reopened.

(Authority: - C & AG's circular No. 16-Staff Wing/2013 vide No.885 Staff (App-II)/64-2012/Vol.-IV dated 06.06.2013)

(b) The scheme of unilateral transfer in all cases within IA & AD and from Ministries / Departments to IA & AD has been dispensed with.

(Authority: - C & AG's circular No. 24-NGE/97 No.1005-N (App)/24-97 dated 27.08.1997)

#### 8.3.2 **Unilateral transfer from A & E office to Audit offices:-**

Please see Para 8.3.1(b) of this manual.

#### 8.3.3 **Liability of Section Officers and SOGE passed Auditors for transfer to other offices: -**

Transfer of section officers/Assistant Audit officers including SOGE passed Auditors from one Audit office to another are not ordinarily made. They are, however liable like all other central Government servants to be transferred from one office to another subject to the provisions of FR 15. The Headquarters office may transfer such persons to any other office within IA & AD or to any office under the Central Government on such terms and condition as may be determined by it in each case.

(Authority: - Para 190 of C & AG's Manual of standing orders (Admn.)-Vol. I

#### 8.3.4 **Voluntary transfer:-**

- (i) Transfer of section officers and SOGE passed Auditors from one Audit office to another are regulated by the provisions contained in Para 190 of C&AG of India's MSO (Admn.)-Vol.-I.
- (ii) In respect of Auditors, clerks and others, the applications containing the request for transfer from one office to another should first be considered by the Accountant General, and if he is agreeable to the transfer he should consult the Heads of the offices to which the transfers are

desired, about their willingness to take the officials in their own offices and the conditions on which they are prepared to take them.

#### 8.4 **Confirmation:-**

##### 8.4.1 **Confirmation procedure-Delinking of confirmation from the availability of permanent post:-**

(i) The revised procedure for confirmation retention of lien etc. applicable with effect from 1<sup>st</sup> April 1988 is as below:-

##### **(A) General**

(i) Confirmation will be made only in the service of an employee and the same will be in the entry grade.

(ii) Confirmation is delinked from availability of permanent vacancy in the grade. In other words an officer who has successfully completed the probation or passed departmental examination necessary for confirmation may be considered for confirmation. In cases, where probation of passing of a departmental examination for confirmation is not prescribed, the official should have put in a minimum of 2 years service in the entry grade before he is considered for confirmation by the Departmental Promotion Committee.

##### **(B) Confirmation in the grade to which initially recruited:-**

The cases will be placed before the D.P.C. for confirmation. A specific order of confirmation will be issued, when a case is cleared by the D.P.C.

##### **(C) On Promotion:-**

(i) If the recruitment rules do not prescribe any officer promoted on regular basis (after following the prescribed D.P.C. etc. procedure) will have all the benefits that a personal confirmed in that grade would have.

(ii) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade he will be declared to have completed the probation period successfully. If appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post or grade from which he was promoted or extend the period of probation as the case may be.

Since there will be no confirmation on promotion, before an official is declared to have completed the probation satisfactorily a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted, if the work of the officer during probation has not been satisfactory.

As no officer otherwise eligible will have to wait for confirmation pending availability of a permanent vacancy the need for declaring person quasi-permanent ceases to exist. As there will still be situations where appointments are made against posts which are created for definite and purely temporary periods, the provisions of C.C.S (T.S) Rule will continue to be in force.

The procedure relating to confirmation outlined above will not apply to the cases of appointments made on ad-hoc basis to casual temporary posts.

(Authority:- C & AG's letter No. 2536/NGE-III/43-88, dated 20 July 1988)

- (ii) The cases of confirmation in the entry grade are to be considered annually by the respective Departmental Promotion Committee.
- (iii) The Departmental Promotion Committee should not determine the relative merit of persons but should assess them as "fit" or "not fit" for confirmation in their turn on the basis of their performance as reflected in record of Services.
- (iv) The persons not considered fit by the Departmental Promotion Committee be by passed for confirmation during that year, but would again be considered for confirmation during the subsequent year.
- (v) The cases of employees under suspension or whose conduct is under investigation or against whom disciplinary proceedings are pending, have been initiated or are about to be initiated or whose representation against the adverse remarks are pending may be considered by the Departmental Promotion Committee and its findings are kept in a sealed envelope. In case, they are subsequently reinstated without any punishment or the adverse remarks have been expunged, the recommendations of the D.P.C. if it finds them fit for confirmation, should be implemented and the persons confirmed against the post kept reserved for them.

(vi) The recommendation of the Departmental Promotion Committee would be advisory in nature and should be fully approved by the appropriate appointing authorities before being implemented.

(Authority: - C & AG's letter No. 675-NGE.III/68-NGE.II/78-pt-I (B), dated 7/12 March 1980).

(vii) The D.P.C. for confirmation of Group 'C' officials has been revised as under-

- (a) Sr. DAG/DAG or an officer of equivalent rank in charge of Administration group;
- (b) Any other Sr. DAG/DAG or an officer of equivalent rank (from an office other than the one in which promotions are considered);
- (c) An Audit Officer

The senior most amongst (a) and (b) above shall be the chairman. The second member may be drawn from another office which is located in the same station or a nearby station. If the cadres are common between A.G. (Audit) I & II. The second member should be from an office other than A.G. (Audit) I or II.

(Authority: - C & AG's letter No. 632/N.2/109-88, dated 15 July 1988)

#### 8.4.2 Constitution of Departmental Promotion Committees for promotions/Confirmations to be ordered by Accountant General:-

1.	To the post of Assistant Audit Officer	A committee of three Accountant Generals as constituted by the headquarters office forms the DPC for considering cases of promotion to the cadre of Assistant Audit Officer.
2.	PA to AG	(i) Sr. DAG/DAG or an officer of equivalent rank in-charge of Administration. (ii) Any other Sr. DAG/DAG or an officer of equivalent rank from an officer other than the one in which promotions are considered. (iii) An Audit Officer.
Note:- Senior most amongst (i) and (ii) above shall be the chairman.		
3.	Manager (Cyclostyling and Typing pool)	(i) AG. I Chairman (ii) Sr. DAG Group (member) (iii) Sr. DAG/DAG of equivalent rank (member).

4.	Within Group 'C' upto Senior Auditors.	(i) Sr. DAG (Admn.) of AG. I (ii) Sr. DAG (Admn.)/DAG (Admn.) of AG. II. (iii) One Senior Audit Officer of AG.I. (iv) One Senior Audit Officer of AG.II.
Note: - At least one member should be a SC/ST if available and among members the senior most Sr. DAG/DAG will be the Chairman.		
5.	Within Group 'D'	(i) Sr. DAG (Admn.) of AG. I (Chairman). (ii) One Senior Audit Officer of AG.I. (iii) One Senior Audit Officer of AG.II.
Note: - At least one member should belong to SC/ST if available.		
II	Confirmations:-	
	Group 'D' to Section Officers	The DPC for confirmations will be the same as for promotion.
III	Crossing of Efficiency Bass	
1.	Group 'C'	(i) Sr. DAG (Admn.)/DAG (Admn.) of AG. I. (ii) Sr. DAG (Admn.)/DAG (Admn.) of AG. II. (iii) Another Sr. DAG or AG. I or AG. II.
Note:- At least one member should belong to SC/ST if available.		
2.	Group 'D'	(i) Audit Officer (Admn.) of AG. I. (ii) Audit Officer (Admn.) of AG.II. (iii) One Audit Officer of AG.I.
Note: - At least one member should belong to SC/ST if available.		

[Authority:- (i) C & AG's circular letter No. 1796-N.2/101-82, dated 1 June 1983) (ii) GIMOF (D.E.) Notification GSR No. 444, dated 27 May 1987 and C & AG's endt. No. 851-855/N.2/84-83, dated 1 September 1987 (iii) GIMOF (DE) Notification GSR Nos. 172 and 173, dated 12 December 1988 received under C & AG's circular No. 586-589-N.2/137-86, dated 1 July 1988.]

#### 8.4.3 Erroneous Confirmation of Government Servants: -

(i) The following procedure should be followed while cancelling orders relating to confirmation of Government servants which are later found to be erroneous.

(a) Confirmation can be cancelled if the order of confirmation was clearly contrary to the statutory rules, and there is no power or discretion to relax the rules.



(b) If the order of confirmation was made when there was no substantive vacancy and the confirming authority had no power to create the post in which the officer was confirmed.

(c) If the order of confirmation was made in error e.g. naming wrong person, mistake in identity.

(ii) Orders of confirmation in the above mentioned cases are void, ab intio and the officer does not acquire any right to hold the post in which the order purported to confirm him was issued. Provisions of Article-311 (2) of the Constitution of India are not, therefore, attracted and the procedure of show cause notice is not required to be followed before cancelling the order of confirmation.

(iii) If the order of confirmation was made in contravention of executive or administrative instructions, it cannot be set aside cancellation of confirmation in such cases would amount to reduction in rank without any fault on the part of the officer concerned.

(Authority: - G.I.MHA.O.M. No. 12/2/67-Estt (D), dated 21 March 1968 received under C & AG's letter No. 1386-NGE.III/25-67, dated 24 July 1970)

8.4.4 The case of an officer deprived of his legitimate confirmation because of an order of confirmation issued erroneously in respect of his junior in contravention of executive or administrative instructions should be dealt with as under; -

(a) As the confirmation of such junior officer cannot be a set aside the administrative Departments may create with retrospective effect i.e. from the date the junior was erroneously confirmed a permanent post, in consultation with associate finances in accordance with the orders contained in G.I. decision No. 7 below rule 9 of Delegation of Financial Powers Rules. The senior officer referred to may, after creation of such a permanent posts, be confirmed against the post so created from the date of its creation if he is otherwise considered fit for confirmation.

(b) If a junior officer is erroneously confirmed from a date earlier than the date of confirmation of his senior, a permanent post may be created in the manner indicated in the above Para for the purpose of antedating the confirmation of the senior officer.

(Authority: - G.I. MHA.O.M. No.12/3/69-Est. (D), dated 18 July 1970 and C & AG's Endt. No. 1386-C/NGE-III/125-67, dated 24 July 1970).

#### 8.4.5 **Creation of a supernumerary post:-**

When a permanent Government servant is transferred to a lower post under FR 15 (a), a supernumerary post should be created in the lower service/grade/time scale if no vacancy is available in such lower service/grade time scale, to provide a lien to the Government Servant condemned on his new post. As long as it is necessary to provide the said Government Servant with a lien on a supernumerary post in the lower service/grade/time scale, the higher post vacated by him should not be filled up substantively or otherwise and appointments/promotions against the higher post may be made only after the Government Servant is accommodated against the substantive vacancy available in the lower grade to which he is reduced/reverted.

(Authority:- G.I.MHA. O.M. No. F.9(3)E. IV/A/60, dated 29 August 1960).

#### 8.5 **Seniority:-**

##### 8.5.1 **General:-**

(i) The seniority of persons appointed to official in AAO's/SO's grade is governed by the IA & AD (SAS/SEAS) services Rules, 1974. Reference may be made to Para 185 of C & AG's Manual of standing orders (Admn.) Vol.I.

(ii) (a) The inter-se seniority of persons appointed to the service before 27 July 1965 shall be regulated by the orders or instructions issued by the Headquarters office as were in force at the relevant time before such day.

(b) The seniority inter-se of persons appointed to the service on or after 27 July 1956 shall be in the order in which the appointment are made to the service, provided that a direct recruit shall on appointments to the service ranks senior to all officiating persons in the service (excluding a direct recruit) passing the same departmental examination or subsequent departmental examination:-

Provided further that the seniority of the persons who had declined the appointment to the service shall be determined with reference to the date on which be assumed charge of the post in the cadre.

(Authority: - Rule 7 of IA & AD (SAS/SRS) Services Rules, 1974)

(iii) The principles regulating the seniority of various classes of persons (such as directly recruited Auditors, Clerks promoted as Auditors, Stenographers, etc.) who pass in the same examination have been laid down in Para 185 of C & AG's MSO (Admn.) Vol.-I

### 8.5.2 Seniority of SOGE passed Clerks/Auditors for promotion to section officer's cadre:-

(i) Total length of service put in by Auditors irrespective of the number of chances they have taken in passing the departmental confirmatory examination should alone be the determining factor for appointment to SO's (Now AAO) cadre.

(Authority:- C & AG's letter No. 2941-NGE.III/193-65, dated 29 December 1965).

(ii) In cases where loss of seniority occurs as a result of transfer from one office to another at one's own request seniority as per the gradation list should be the basis for promotion to SO's cadre.

(Authority:- C & AG's letter No. 995-NGE. III/193-65, dated 21 May 1966).

(iii) The seniority assigned to the Auditor on the basis of his position in the panel would be the criterion for determining his seniority on passing the SOGE vis-à-vis other Auditors recruited from the same panel subject to any loss of seniority in the Auditors cadre which is envisaged, if a candidate does not join within the prescribed limit (maximum period of 15 days).

(Authority:- C & AG's letter No. 1778-NGE. III/193-65, dated 24 August 1967).

(iv) In case of there who have been promoted from clerks cadre service in clerks cadre in excess of six years will continue to be counted as Auditor for the purpose of determining their inter-se seniority vis-à-vis other SOGE passed clerks for promotions as Section Officer.

(Authority:- C & AG's letter No. 1110-NGE.III/30-68, dated 27 May 1968).

(v) It was clarified by the Headquarters office that so far as SC/ST vacancies are concerned the qualified SC/ST candidates will have a right of promotion against reserved posts in preference to general candidates in the waiting list, Their seniority in SO's cadre will however be intimately fixed in accordance with their position in the waiting list on the date of promotion. In other works, they will rank junior most in the SO's cadre till all the SAS passed clerks senior to them, as per waiting list gain promotion. However, if the question of reversion of an officiating SO arises, the employee who would not have been promoted had the last promotion not been made should be reverted.

So far as confirmation in promotion cadres is concerned, there is no reservation for SC/ST in confirmation. The seniority assigned will be the basis for confirmation.

(Authority:- C & AG's letter No. 815-NGE.II/56-72-III, dated 25 April 1973).

(vi) Seniority of SC/ST SOGE qualified staff based on Supreme Court judgment relating to candidates who had appeared in the examinations held from 1980 and declared to have passed.

(a) The SC/ST candidates who were declared to have passed the examination held from 1980 to 1985 are to be placed in the seniority list after all those who had passed (i.e. promoted or not) the examination held till the date of the judgment.

(b) In respect of SC/ST candidates who had already passed the examination in any particular year in the normal course (between 1980 to 1985) and have now been declared to have passed in an earlier year, the seniority of such persons may be allowed to be reckoned from the date they already stand promoted as this is more beneficial to them and has accrued to them rightfully CAG's letter No. 2873-NGE-III/90-86, dated 11.08.1986).

#### 8.5.3 **Seniority of directly recruited Auditors, Clerks and Stenographers etc.:-**

The seniority of direct recruits to the cadre of Auditors, clerks and stenographers has to be determined according to their position in the panel subject to the selected candidates joining duty within the admissible period.

#### 8.5.4 **Seniority of Auditors promoted from Clerical cadre:-**

(i) The seniority of the promoted clerks (including those who pass the limited competitive examination) in the Auditor's cadre will be with reference to the date of promotion.

(Authority: - C & AG's letter No. F.3-OSD (P)/73, dated 05 March 1973)

(ii) As regards advance promotion of departmental promotees to the Auditors cadre these departmental promotees will be adjusted against the points reserved for them and their seniority fixed accordingly i.e. the seniority in those cases will be according to the roster points against which they are adjusted.

(Authority: - C & AG's letter No. F.3-OSD (P)/73, dated 26 June 1973)

(iii) Services of Auditors who fail to qualify in the departmental confirmatory examination within the number of chances allowed, are terminated under Rule 5 (1) of C.C.S. (T.S.) Rules 1965 by giving notice and the offer of appointment for clerk is made separately and independently of the notice with due regard to Para 288 of MSO (Admn.) Vol.I. such persons who accept the offer of appointment of clerk have to be placed to at the bottom of junior most Clerk, then

working in the office. The service rendered by them as Auditors is thus extinguished and the question of counting their service in Auditors cadre for seniority among clerks would not arise.

(Authority: - C & AG's letter No. 1462-NGE.III/34-72-III, dated 19 June 1972)

#### 8.5.5 Reservations for SC's and ST's in post filled by promotion on seniority-cum-fitness basis:-

(i) Instructions contained in Headquarters office circular letter No. 1989-NGE.II/89-68, dated 03 October 1968 envisaged that there was no reservation for SCs/STs in appointment made by promotion on the basis of seniority subject to fitness although cases involving supersession of SCs/STs in class II appointments were required to be submitted for prior approval of Headquarters office. The supersession cases relating to only those cadres for which the appointing authority is the Head of Department himself should be referred to the Headquarters office. In cases, where it is necessary to seek approval to de-reservation of reserved vacancies because of non availability of reserved category candidates due to supersession of SCs/STs candidates a specific mention to the effect that the supersession has been approved by the cadre controlling authority may be made in the forwarding letters with which the de-reservation on proposals are sent to headquarters office.

(ii) The policy in regard to reservations for SC/ST officers in posts filled by promotion on the basis of seniority-cum-fitness basis; was reviewed by the Government of India in consultation with the C&AG and it was decided in supersession of the earlier orders, that there will be reservations at 15% for SC and 7 ½ % for ST in promotion made on the basis of seniority subject to fitness in appointments to all Class I Class II, Class III and group 'D' posts in grades of services in which the elements of direct recruitment, if any does not exceed 50 per cent. (iii) The above orders necessitate reservation for SC/ST in promotions made on the basis of seniority subject to fitness to the following grades in IA&AD.

#### (a) Promotions from Class III to Class II cadre:-

The existing procedure of promotions to Audit Officers grade will not undergo any change, as far as, the posts filled by selection is concerned. Reservations to the extent of 15% for SCs and 7 ½% for STs will however, have to be made with reference to the number of post of Audit Officers filled in a year on the basis of seniority subject to fitness and for this purpose a roster maintained in respect of such promotion.

**(b) Promotion to the Section Officers cadre grade:-**

Reservations to the extent of 15% and 7 ½ for SC and ST officers respectively has to be made in promotion to the SAS/SOGE passed clerks/Auditors to the Section Officers grade.

**(c) Promotion of class IV:-**

Reservations to the extent of 15% and 7 ½ for SC and ST respectively shall also be required to be made for promotion from:-

- (i) Class IV to Daftari's grade,
- (ii) Daftari's Grade to Junior Genstener operater's Grade and Selection Grade Daftari's grade, and
- (iii) Peons to Jamadar's grade.

The following procedure may be followed:-

- (i) A separate 40 point roster to determine the number of reserved vacancies in a year should be maintained on the lines of the roster prescribed in Annexure-I to the MHA OM. No. I/11/69-Est (SCT) dated 22 April 1970 in which points 1,8,14,22,28 and 36 are reserved for scheduled casts and points 4,17 and 31 are reserved for Scheduled Tribes.
- (ii) Whenever according to the points in the roster there are any vacancies the reserved for SC/ST, separate roster should be drawn up of the eligible SC/ST officers, as the case may be, arranged in their order of inter-se-seniority in the main list.
- (iii) The SC/ST Officers should be adjusted by the DPC separately in regard to their fitness.
- (iv) When the select list of officers in general category and those belonging to SC/ST have been prepared by the DPC, these should be merged into a combined select list in which the names of all the selected officers general, as well as those belonging to SC/ST, are arranged in order of their inter-se-seniority in the original seniority list of the category or grade from which promotion is being made. This combined select list should thereafter be followed for making promotion in vacancies as and when they arise during the year.
- (v) Select lists thus prepared should normally be operative for a period of one year, but this period may be extended to six months under the specific approval of the C & AG of India to enable such of the officials/officers included there in as could not be appointed to the higher posts during the normal period of one year to be appointed during the extended period.
- (vi) If the number of eligible candidates belonging to SC/ST found fit for promotion falls short of the number of vacancies reserved for either of them during the year, the extent of such short

fall should be reported to Headquarters office along with the proposals if any, for de-reservation is agree to, the vacancies so de-reserved may be filled up by another candidate in the combined select list subject to the instructions in respect of carry forward of such reserved vacancy for the subsequent three recruitment years and exchange of vacancies between scheduled Casts and scheduled tribes, in the last year to which the reserved vacancies are carried forward.

(Authority:- C & AG's letter No. 172-NGE.II/56-72-I, dated 25 July 1973).

(vii) In all cases of promotion on the basis of seniority subject to fitness in which fitness is decided by an examination and where reservation for SC/ST is necessary, roster may be opened and reservations allowed where necessary and the eligible SC/ST candidates may be promoted against the next available vacancy to the extent of reservations already accrued.

(Authority: - C & AG's letter No. 384-NGE.II/56-72-I, dated 07 March 1973)

#### 8.5.6 Seniority of SC/ST Candidates:-

According to general principle of seniority, all permanent officers of each grade are to be ranked senior to persons who are officiating in that grade. It has been clarified in Ministry's OM. No. 9/45/60-Estt. (c) Dated 20 April 1961 that after confirmation the SC/ST officers shall rank senior to temporary/officiating officers of that grade. Amongst the permanent officers of that grade, their seniority will follow the order of their confirmations.

(Authority:- GI. MHA. OM. No. 10/28/68-68-Est (SCT) dated March 1968)

#### 8.5.7 De-reservation of reserved vacancies:-

It has been emphasized that reserved points should be filled by the reserved category candidates only. In pursuance of this policy decision de-reservation proposals in the promotional Cadres below section officer level are not to be sent to Headquarters till further orders.

(CAG's circular letter No. N/44/1988 No.2150-NGE.III/11-87/IX-KV, dated .....Nil).

#### 8.6 Deputation:-

##### 8.6.1 Forwarding of applications of officials for outside posts for deputation:-

(i) The General staff position in the office should be taken into account before considering requests from outside offices for sending officers and staff on deputation. Officials having good record of service and clear entries against the integrity column are to be recommended for deputation assignments.

(Authority: - C & AG's letter No. 882-NGE.III/11-71, dated 22 April 1971).

(ii) In view of the special qualifications suitability etc. some officers with less than one year to serve be preferred for some deputations like universities etc. where the age of retirement is more than 58 years. If any such officer is specially recommended, the date of retirement of the officer may be indicated in the forwarding letter. An officer of an organization to which he was on deputation immediately after reversion there from. This policy is to be administered judiciously and the sponsoring of persons on the verge of retirement should be the exception and not the rule and should be a clear recognition of merit and good fame.

(Authority: - C & AG's letter No. 3519-NGE.II/90-79, dated 08 January 1980 and No 2301-NGE.II/106-82, dated 21 October 1982)

#### **8.6.2 Transfer of surplus section officer/Assistant Audit officers and SO grade Examination passed Auditors to other offices:-**

The Accountants General are authorized to send their staff on deputation within IA & AD, under their own powers after mutual consultation with each other. No time limit on the deputationists is prescribed.

In respect of commercial cadres of Audit officers/Assistant Audit Officers and Section Officers (Commercial), prior approval of additional Deputy Comptroller and Auditor General (Commercial) being the cadre controlling authority is necessary before any commercial post is proposed to be operated by obtaining the services of non commercial officials on deputation from outside offices. The only exception to this rule would be the deployment of noncommercial qualified men in the combined Audit officer having civil as well as commercial Audit wings where surplus, non-commercial qualified men are utilized against vacant commercial posts as an interval arrangements till qualified commercial men become available and in whose cases on deputation/special pay is payable.

(Authority: - C & AG's letter No. 427/CAI/15-84, dated 25 February 1987).

#### **8.6.3 Relaxation of conditions prescribed under proviso 1 (iii) to FR 22-C in respect of SOGE passed officials deputed to deficit offices in IA & AD: -**

(i) The Government of India, have further agreed to the relaxation of the conditions prescribed under proviso 1 (iii) to FR-22-C for the period 1.4.1985 to 31.03.1987 in respect of SO grade Examination passed officials who have been on deputation as section officers to deficit offices in the IA & AD.

(Authority: - C & AG's letter No. 1685-NI/30-86, dated 31 July 1987)



(ii) Such deputationists will be allowed pay in the scale of sections officer's grade and shall continue to draw the same pay even after their proforma promotion in the parent office. On getting the proforma promotion in the parent office the SOGE passed Auditors on deputation would get the deputation special pay, over and above the pay fixed in the section officer's grade in their parent offices.

(Authority: - C & AG's letter No. 1028-NGE.III/19-75, dated 06 May 1976).

#### 8.6.4 **Extension of tenure of deputation of staff within IA & AD:-**

Where the deputations are to be extended for a period beyond four years, the approval of Headquarters office is necessary.

(Authority:- C & AG's letter No. 6944-N.2/102-80-II, dated 18 October 1981).

#### 8.6.5 **Grant of deputation special pay to groups 'B' and 'C' officers of IA & AD on deputation within IA & AD:-**

The following guiding principles have been laid down by the Headquarters office for the grant of Deputation (Duty) Allowance in the above cases:-

- (i) Deputation special pay is admissible from the 7 date of deputation;
- (ii) Where the special pay was not given from the date of joining on deputation, such cases may be reopened irrespective of whether the employees affected are still on deputation or not.

(Authority: - C & AG's letter No. 4039-10N.III/84, dated 23 November 1986)

#### 8.6.6 **Transfer on Deputation / foreign service of Central Government Employees to ex-cadre posts under the Central Government / State Governments/Public Sector Undertakings / Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa - Regulation of pay, Deputation (duty) Allowance, tenure of deputation/foreign service and other terms and conditions –**

1. The provisions in supersession of earlier orders with suitable modifications, wherever necessary are given below: -

##### 2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration<sup>1</sup> Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate

absorption basis. These orders will also cover the cases of regular appointment on deputation/ Foreign Service of employees of State Government of local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;

(c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

### 3. Scope of Term 'deputation/foreign service' - Restrictions on treating an appointment as on deputation/ Foreign Service.

3.1 The terms deputation/Foreign Service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/Foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) Permanent appointment made by transfer,

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organization of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organization where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the pay Band PB 4 i.e. Rs. **67000**. For example, if the ex-cadre post is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 i.e. Rs. 4200 plus Rs. 67000 (maximum of PB 4).

#### 4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.1 1.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

(a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

(b) When he/she is reverted to a lower grade in the parent cadre;

(c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/Foreign Service or of the ex-cadre post held by the employee on deputation/Foreign Service is revised either prospectively or from a retrospective date.

(d) Based on the revised/same option of the employee, in the event of Proforma promotion/appointment to non-functional Selection Grade/revision/up gradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

## 5. Pay fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

### (i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is up to Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

### (ii) In foreign service/ reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and DA pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post ( and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc.. if any) with emoluments comprising of pay plus DA. ADA, Interim relief etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the

pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/ foreign service from his/her regular post. During the period of deputation/ Foreign Service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the Post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/Foreign Service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on ad-hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

## 6. Deputation /Duty Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.

(c) The deputation (duty) allowance as above shall further be restricted as under:-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is up to Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from **1.9.2008**.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favorable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/Foreign Service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and *if* the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. the rate of deputation (duty) allowance will be re-fixed as per 6.1 (b).

## 7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay /grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale /grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/ organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation /foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowances facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities - This will be regulated in accordance with the rules of the borrowing organisation.

(iii) Leave - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/ CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

#### 8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2. In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4 years after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3.1 The borrowing **Ministries/Departments/Organisations** may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSCI State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off period of three years after every period of deputation foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government/ Organisation/Government of Uts/ Government of UT's



Organisations/ Autonomous Bodies/ Trusts. A society, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/ Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. **350341312008** -Estt. (D) dated 19'M~ ay. 2009.

#### 9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/ Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/ Department and the employee concerned.

#### 10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

#### 11. Date of Effect

These orders will take effect from **1.1.2006** and shall be applicable to all officers who were on deputation on **1.1.2006** or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from **1.9.2008** as mentioned below Para **6.1** of this OM.

[Authority: - GOI, Min. of PPG&P, DOPT, OM No. 6/8/2009-Estt. (Pay II) dated 17<sup>th</sup> June 2010]

#### 8.6.7 **Deputation (Duty) Allowance:-**

Please see Para 8.6.6 of this manual.

### 8.6.8 Maintenance of register of deputations:-

(a) A register should be maintained showing the following information and should be closed and submitted to Audit officer (Administrations)/Deputy Accountant General (Administration) in the first week of each month indicating the action taken in each case.

Serial Number	Name and designation of the department	Office to which deputed	Terms of deputation	Date of relief from
1	2	3	4	5
Date of Joining to	No. and date of reference to C&AG's orders	No and date of reply from C &AG's office	Extension of deputation if granted	Remarks
6	7	8	9	10

### (b) Half-yearly returns:-

Half-yearly statements of personal including Audit officers deputation within and outside IA&AD Showing the position as on 1<sup>st</sup> April and 1<sup>st</sup> October should be sent to the headquarters office on or before 15<sup>th</sup> May and 15<sup>th</sup> November each year.

(Authority: - C&AG's letter No. 16-16-BRS/186-61, dated 17 January 1962)

### 8.6.9 Watch on the pay drawn while on deputation:-

A close watch has to be kept over the pay drawn by the deputationist from time to time in other Government Departments or statutory Corporations etc. Deputationists are not to be given accelerated promotions. The borrowing departments are required to send a statement showing the pay and allowance drawn monthly every quarter on 1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September and 1<sup>st</sup> December every year. On receipt of the statements, a review shall be conducted and special points, if noticed, shall be brought to the notice of the Accountant General.

(Authority: - C&AG's letter No. 2085-NGE.III/85-59, dated 16 August 1960)

#### 8.6.10 **Bonus to Government employees on deputation:-**

The Government servants on deputation to public sector undertakings which are legally required to pay bonus under the payment of Bonus Act, 1965 may be allowed to accept the bonus declared by the undertakings which declare bonus or ex-gratia award even though the payment of bonus is not a legal obligation in these cases would be eligible to accept such ex-gratia award only if they are drawing pay in the scale prescribed for the post in the undertaking (and not their grade pay plus deputation allowance).

(Authority:- C & AG's letter No. 492-Audit/145-65 (II), dated 23 June 1973 and No. 898Audit/15-74, dated 31 May 1975)

#### 8.6.11 **Proforma promotion under 'Next Below Rule':-**

"Next below rule" promotions are made in accordance with the conditions prescribed. If the foreign employee is not willing to pay at the higher grade he is at liberty to revert the deputationist. If the foreign employer fails to do so, he will be liable to pay the higher rate of pay till he actually reverts the deputationist.

(Authority: - C & AG's letter No. 3411-GE.II/204-84, dated 25 November 1985).

8.6.12 Name of employees who have not put in at least two years of service in the department after return from last deputation should not be recommended unless there are some exceptional circumstances.

(Authority:- C & AG's letter No. 2100-GE II/204-84 (II), dated 24 September 1975 see also para 8.7.6 (ii) for exception)

8.6.13 Employees who first volunteer themselves for being considered to be sent on deputation/Foreign Service but later back out for one reason or the other after their selection for the deputation post should not be considered for another deputation for a period of three years.

(Authority:- C & AG's letter No. 2991-GE.I/81-76, dated 06 August 1979)

### 8.7 **Permanent absorption:-**

#### 8.7.1 **Processing of cases of permanent absorption in various bodies/corporations etc.:-**

While forwarding the proposals for permanent absorption of Audit officers to Headquarters office, the following documents are required to be sent in duplicate.

(i) A copy of proposal of the borrowing authority for absorption of the officer, specifying the reasons for absorption in public interest;

- (ii) Copies of documents connected with the initial deputation of the officer the demand from the borrowing authority recommendation of the lending authority orders of selection, orders relieving the officer order of his appointment, terms and conditions of his foreign service;
- (iii) Orders granting extensions from time to time;
- (iv) Letter of acceptance of the officer of absorption by the officer; and
- (v) Letter of his unconditional resignation on absorption.

The following further information should also be sent:-

- (a) Whether the officer had been on deputation with any other Public sector undertaking between the period from 1<sup>st</sup> March 1969 to the date of his going on deputation to the present assignment if so, the period and the name of public sector undertakings be mentioned, and
- (b) The date of birth the name of the substantive post held by him and the date of his entry into Government service.

(Authority:- C & AG's letter No. 34-7-G.E.II/3-74-I, dated 02 November 1974).

Note: - Instructions contained in appendices 5 to 7 of FRs may also be referred to while processing the absorption cases.

#### **8.7.2 Grant of Pro-rata retirement benefits on permanent absorption of central Government employees in the public sector undertakings and autonomous bodies under the State Governments: -**

- (i) The permanent Central Government employees who are deputed to the public sector undertakings and autonomous bodies, wholly or substantially owned or controlled by the various State Governments and are subsequently absorbed permanently in such organization with the prior permission of the present department of Central Government may be allowed pro-rata retirement benefits (except the benefit of carry forward of leave) as are admissible to permanent Central Government employees absorbed permanently under the autonomous bodies controlled or financed wholly or substantially by the Central Government.
- (2) The pro-rata benefits, in joint sector, undertakings may extended only in those cases where it is wholly under the joint control of Central/State Governments and not under foreign body.

(Authority:- C & AG's letter No. 97-Audit/115-83/1-84 (a), dated 03 February 1984 and C & AG's circular letter No. NGE/3725-N.3/10-84/KW, dated 13 November 1984).

**8.7.3 Party in the matter of payment of pro-rata retirement benefits to the Central Government servants permanently absorbed:-**

(i) The terms and conditions of absorption of Central Government employees in the Central autonomous bodies shall be applicable to those permanently absorbed in the public sector undertakings.

(ii) Those absorbed in autonomous bodies having pension schemes shall have an option to receive pro-rata retirement benefits or continue to have the benefit of combined service under the Government in the autonomous body. Such option should be exercised within six months from the date of permanent absorption. In case, no option is exercised within the stipulated period, he shall be eligible for pension based on combined service.

(iii) Encashment of earned leave shall be admissible upto the maximum limit of 240 days. Half pay leave will stand forfeited.

(iv) A Government employee, if he does not return to his parent department during or after the sanctioned deputation period, shall be deemed to have been permanently absorbed in the autonomous body on the date expiry of deputation period. All cases of grant of pensionary benefits, etc. to Government servants who are appointed in the Central autonomous bodies on immediate absorption basis shall be decided by the cadre controlling authority/authorities competent to accept resignation of Government Servant.

(Authority: - C & AG's letter No. 752-Audit I/139-85/11-87, dated 11 August 1987)

**8.8 Foreign assignments:-**

**8.8.1 Preparation of panel for assignment in Asia, Africa and Latin America:-**

(i) The Government of India, Department of Personnel and Training, registers experts who are desirous of taking up assignments in the developing countries of Asia, Africa and Latin America for a period of two to three years. Candidates so registered are sponsored according to their turn in the panel as and when demand suited to their qualifications and experience are received from Foreign Governments. However, empanelment in the roster of experts does not confer upon an applicant the right to be sponsored for a foreign assignment as sponsorship will depend on the receipt of sufficient number of suitable demands from observed in relevant fields.

(ii) Applications for registration are among others invited from Chartered Accountants, Cost Accountants, SAS Accountants possessing qualification equivalent to at least a bachelor's degree and relevant professional experience in the field of specialization. Persons who possess

experience of a specialized nature will not be registered. Persons working at clerical levels are not eligible for registration.

(iii) Persons with less than three years professional experience after obtaining the requisite qualifications are not to apply.

(iv) Applications are to be submitted through proper channel. The administrative authorities forwarding the application forms for registration are to record on the forwarding letter itself a statement to the effect that the individual concerned has/has not been on foreign assignment and the period thereof should also be mentioned. In case the applicant had already been on foreign assignment for five years or more, his application form is not to be forwarded to the Department of Personnel and Training for registration unless he has given a written undertaking to resign/retire, if eligible to do so, in case of his selection for foreign assignment. This fact is also to be mentioned in the forwarding letter. In counting five years, the foreign assignments held earlier under ITEC Programme or in countries like Bhutan, etc. where remunerations are paid on same basis as under ITEC Programme should be excluded. Also if an expert has been on a Foreign Service assignment for more than a year, as cooling off period of three years would be applicable.

(v) Registration is valid for a period of three years only from the date of registration.

(Authority: - GOI. MOPPG & P, DOP & T.O.M. No. 25/14/85-FAS, dated 17 February 1986 and C & AG'S letter No. 1056-NEI/29-86/Panel/AA & LA/Vol. I, dated 3 March 1986).

(vi) The authority competent to release the officer should certify that if selected, the official will be released within one month, if necessary, and deputed on assignment abroad on foreign service terms, applicable to him, retaining his lien and protecting his seniority.

(Authority: - GOI. MOHA DP & AR. O.M. No. 7/66/81-FAS, dated 20 September 1982 and C & AG'S Endt. No. 6622-NGE. II/68-82, dated 15 January 1983).

(vii) The Heads of Departments may themselves forward the applications of members of staff working in their offices to the Department of Personnel and Administrative Reforms instead of routing the applications through the Headquarters.

(Authority: - C & AG's letter No. 3050-NGE. II/140-NGE III/80, dated 27 June 1981 and No. 4182-NGE.II/140-NGE.III/80, dated 26 August 1981)

