

MINISTRY OF FINANCE
(Department of Expenditure)
(Controller General of Accounts)

NOTIFICATION

New Delhi, the 11th July, 2000

G.S.R. 614(E).— In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Central Civil Accounts Service (Group 'C') Recruitment Rules, 1978, in so far as they relate to Lower Division Clerk, Accountant and Senior Accountant, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Lower Division Clerk, Accountant and Senior Accountant in the Central Civil Accounts Service, namely :—

1. Short title and commencement.—(1) These rules may be called the Central Civil Accounts Service (Group 'C') Recruitment Rules, 2000.

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

2. Definitions.—In these rules unless the context otherwise requires,

(a) "Appointing authority" shall have the same meaning as it has in the Central Civil Services (Classification, Control and Appeal) Rules, 1965;

(b) "Cadre" means the cadres of Lower Division Clerk, Accountant and Senior Accountant respectively. Each Ministry shall have its own separate and independent cadres of Lower Division Clerk, Accountant and Senior Accountant comprising of total number of posts, as specified in the Annexure to these rules, in the respective grades of Lower Division Clerk, Accountant and Senior Accountant;

(c) "Government" means the Government of India;

(d) "Commission" means the Staff Selection Commission or any other recruiting agency for the cadres covered by these rules, which the Government may constitute;

(e) "Controller General of Accounts" means the Controller General of Accounts in the Department of Expenditure, Ministry of Finance and includes Additional Controller General of Accounts or Joint Controller General of Accounts authorised by the Controller General of Accounts to exercise powers under these rules:

(f) “Ministry” means a Ministry in the Government of India and includes a Department of the Ministry or an Office specified in the Annexure to these rules;

(g) “Organised Accounts Services” includes the Accounts Services in the Departments of Audit and Accounts, Defence Accounts, Railway Accounts, Post and Telegraph Accounts and Telecom Accounts in the Government;

(h) “Schedule” means Schedule annexed to these rules;

(i) “Service” means the Central Civil Accounts Service (Group ‘C’).

3. **Number of posts, classification and scale of pay.**— Number of said posts, their classification and scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

4. **Method of recruitment, age limit, educational qualifications, etc.**— The method of recruitment, age limit, educational qualifications and other matters relating thereto shall be as specified in columns 5 to 14 of the said Schedule

5. **Regulation of promotion.** (1) Promotion in the cadres of Lower Division Clerk, Accountant and Senior Accountant shall be regulated by the Controller General of Accounts as prescribed under this rule.

(2) (a) Where promotion is based on seniority-cum-fitness, each Ministry shall hold a Departmental Promotion Committee meeting each year to consider all eligible candidates with minimum qualifying service in the feeder grade as per column 12 of the Schedule and prepare a select list of the candidates found fit for promotion in order of their seniority and forward the same to the Controller General of Accounts.

(b) From the said select lists, the Controller General of Accounts shall prepare a Combined select list of candidates in accordance with the provisions contained in sub-para (c) below.

(c) The combined select list shall be prepared by merging names from the select lists of the ministries in order of seniority. The number of candidates to be included in the Combined select list shall depend on the total number of vacancies available in respective cadres in the Ministries on a date specified by the Controller General of Accounts. The inter-se seniority of the candidates from different Ministries in the Combined select list shall be determined on the basis of length of service rendered by them in the feeder grade and in terms of general principles for determining seniority in this regard as laid down by the Government from time to time:

Provided that inter-se seniority of the candidates from the same Ministry shall be retained in the Combined select list.

(d) The Controller General Of Accounts shall allocate candidates to the Ministries from the Combined select list.

(3) (a) Where promotion is based on departmental qualifying examination, each Ministry shall, in accordance with the directive of the Controller General of Accounts, forward to it a list of candidates considered fit to appear in the departmental qualifying examination.

(b) The Controller General of Accounts shall conduct departmental qualifying examination from time to time and prepare a list of successful candidates who secure percentage of marks as determined by the Controller General of Accounts.

(c) From the list of successful candidates prepared as per sub-para (b), a select list of candidates in order of their seniority as per sub-para (d) below shall be prepared. The number of candidates in the select list shall be restricted to the total number of vacancies available under the departmental qualifying examination quota unless otherwise ordered by the Controller General of Accounts.

(d) In the select list, the inter-se seniority of the candidates from different Ministries shall be determined on the basis of the length of service rendered by them in the feeder grade and in terms of general principles for determining seniority in this regard as laid down by the Government from time to time:

Provided that inter-se seniority of the candidates from the same Ministry shall be retained in the select list;

(e) The Controller General Of Accounts shall allocate candidates to the Ministries from the select list.

(4) (a) where promotion is based on departmental competitive examination, each Ministry shall, in accordance with the directive of the Controller General of Accounts, forward to it a list of candidates considered fit to appear in the departmental competitive examination.

(b) The Controller General of Accounts shall conduct the departmental competitive examination from time to time and prepare a list of candidates in order of their merit in the examination.

(c) The number of candidates in the select list shall be restricted to the total number of vacancies available under the departmental competitive

examination quota unless otherwise ordered by the Controller General of Accounts.

(d) The Controller General of Accounts shall allocate candidates from the select list to the Ministries.

6. **Transfer.**—(1) the Lower Division Clerks, Accountants or Senior Accountants shall be liable to serve any part of India.

(2) The Controller General of Accounts may, if satisfied that it is necessary or expedient in public interest so to do, by order, and for reasons to be recorded in writing, transfer a Lower Division Clerk, Accountant or Senior Accountant, as the case may be, from one Ministry to the other in the same grade.

8. **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 the said post :

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 operation of this rule.

8. **Power to relax.**—Where the Central Government is of the opinion that it is expedient so to do, it 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.

9. **Savings.**—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 from time to time in this regard.

Schedule

Name of post.	Number of post.	Classification.	Scale of Pay.
1	2	3	4
Lower Division Clerk	1121 * (2000) * subject to variation dependent on work load	General Central Service Group 'C' Non-Gazetted- Ministerial	Rs.3050-75-3950-8

Whether selection- cum-seniority or selection by merit 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.	Educational and qualification requ direct recruits.
5	6	7	8
Non-selection	No	Between 18 and 27 years Note : The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	(i) Matriculation equivalent recognised Board university. (ii) Typing speed words per minute in or 25 words per m Hindi.

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/deputation and percentage of posts to be filled by various methods.	In case of recruitment promotion/deputation/transfer grades from which promotion/deputation to be made.
9	10	11	12
Yes, to the extent indicated in column 11.	2 years Note : Matriculate Group 'D' staff promoted as Lower Division Clerks through limited departmental competitive examination and on seniority basis are required to pass type test conducted by Staff Selection Commission within their probation. Those who fail to qualify, shall stand reverted to the post which they were holding prior to their promotion as Lower Division Clerk.	(1) 80% in each cadre by direct recruitment through Staff Selection Commission. (2) 5% in each cadre shall be filled by promotion on the basis of limited departmental competitive examination.	Posts remaining unfilled by direct recruitment through Staff Selection Commission may be filled through deputation taking persons of appropriate grade from other Organised Government Services and Government departments Promotion from among the Group 'D' staff who possess Matriculation equivalent qualification and have rendered five years of regular service as Group 'D' as per procedure laid down in sub-rule (4) of rule 5.

1	2	3	4
Accountant	1094 (2000)* *subject to variation dependent on work load	General Central Service Group 'C' Non-Gazetted- Ministerial	Rs.4000-100-6000

5	6	7	8
Non-selection	No	Between 18 and 27 years Note : The crucial date for determining the age limit shall be as advertised by Staff Selection Commission.	Bachelor's degree fi recognised Universit

9	10	11	12
No	<p>2 years in case of direct recruits. Direct Recruits who fail to pass Departmental Confirmatory Examination as per terms and conditions specified and conducted by Controller General of Accounts during probation are liable for discharge from service.</p>	<p>(1) 70% in each cadre by direct recruitment through Staff Selection Commission</p> <p>(2) 25% by promotion</p> <p>(3) 5% in each cadre by promotion on the basis of limited departmental competitive examination.</p>	<p>Posts remaining unfilled by direct recruitment through Staff Selection Commission may be filled through deputation by taking persons of appropriate grade from other Organised Accounts Services and Government departments.</p> <p>Promotion shall be made from Lower Division Clerks belonging to the service with not less than 5 years of regular service as on 1st of January of each year.</p> <p>Promotion shall be made from Lower Division Clerks belonging to the service with 3 years of regular service in the grade and who qualify in the departmental competitive examination conducted by Controller General of Accounts, as per procedure laid down under sub-rule (4) of rule 5.</p>

			<p>Note : Promotees to the grade of Accountant who fail to qualify the Departmental Confirmatory Examination as per terms and conditions specified and conducted by Controller General of Accounts within two years from the date of promotion are liable to be reverted to the post which they held prior to their promotion as Accountant.</p>
<p>13 Controller of Accounts/Deputy Controller General of Accounts-Chairman* Deputy Controller of Accounts-Member** Senior Accounts Officer/Pay and Accounts Officer-Member. * The Deputy Controller General of Accounts will be the Chairman if there is no Controller of Accounts in the Ministry where Departmental promotion Committee takes place. ** The Deputy Controller of Accounts may be substituted by the Senior Accounts Officer or Pay and Accounts Officer, as the case may be, if the Deputy Controller of Accounts is not available.</p>	<p>14 Not applicable</p>		

1	2	3	4
Senior Accountant	4374 *subject to variation dependent on work load (2000)*	General Central Service Group 'C' Non-Gazetted- Ministerial	Rs. 5000-150-8000

5	6	7	8
Non-selection	No	Not applicable	Not applicable

9	10	11	12
No	Not Applicable	By promotion	Promotion from amongst Accountants with 3 years of regular service and who have qualified the Departmental Confirmatory Examination as per terms and conditions specified and conducted by the Controller General of Accounts, and such promotion shall be made from the common seniority list for all Ministries on the basis of seniority-cum-fitness as per procedure laid down under

sub-rule (2) of rule 5.
Note: Where juniors who have 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 half of such qualifying /eligibility service or two years whichever is less and have successfully completed their probation.

13	<p>Controller of Accounts/Deputy Controller General of Accounts-Chairman* Deputy Controller of Accounts-Member** Senior Accounts Officer/Pay and Accounts Officer-Member. *The Deputy Controller General of Accounts will be the Chairman if there is no Controller of Accounts in the Ministry where DPC takes place. **The Deputy Controller of Accounts may be substituted by the Senior Accounts Officer or Pay and Accounts Officer, as the case may be, if the Deputy Controller of Accounts is not available.</p>
14	Not applicable

[No. A. 11020/198/MF. CGA(A)/1252]
U.K. MAITRA, Jr. Controller General of Accounts

ANNEXURE

Posts of Lower Division Clerk, Accountant/Senior Accountant in each Ministry

Sl. No.	Ministry/Department	Number of posts of Lower Division Clerk	Number of posts of Accountant/Senior Accountant
1.	AGRICULTURE	37	157
	FOOD PROCESSING INDUSTRIES	3	11
2.	CENTRAL BOARD OF DIRECT TAXES	90	624
3.	CENTRAL BOARD OF EXCISE AND CUSTOMS	54	588
4.	CHEMICAL AND FERTILIZERS	3	4
5.	CIVIL AVIATION	14	68
	TOURISM		
6.	MINES AND MINERALS		
	COAL	3	33
	MINES	37	269
7.	MINISTRY OF COMMERCE AND INDUSTRY		
	DEPARTMENT OF COMMERCE	30	135
	DEPARTMENT OF INDUSTRY	26	96
	DEPARTMENT OF SUPPLY	188	536
8.	CENTRAL PENSION ACCOUNTING OFFICE	8	38
9.	ENVIRONMENT AND FORESTS	9	44
10.	EXTERNAL AFFAIRS	16	105
11.	INFORMATION TECHNOLOGY	2	19
12.	FINANCE	28	199
13.	CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	23	81
14.	HUMAN RESOURCE DEVELOPMENT	23	111
15.	HEALTH AND FAMILY WELFARE	54	238
16.	HOME AFFAIRS	81	459
17.	INFORMATION AND BROADCASTING	75	296
18.	INDUSTRY	26	96
19.	LABOUR	20	82
20.	LAW, JUSTICE AND COMPANY AFFAIRS	18	44
21.	NON CONVENTIONAL ENERGY SOURCES	2	5
22.	PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS	21	77
23.	PETROLEUM AND NATURAL GAS	2	6
24.	PLANNING	18	68
	STATISTICS AND PROGRAMME IMPLEMENTATION		
25.	POWER	14	56
26.	RURAL AREAS AND EMPLOYMENT	7	34
27.	SCIENCE AND TECHNOLOGY	30	166
28.	STEEL	6	20
29.	SURFACE TRANSPORT	22	108
30.	URBAN DEVELOPMENT	119	496
31.	WATER RESOURCES	33	172
32.	SOCIAL JUSTICE AND EMPOWERMENT	5	8
	TOTAL	1121	5468