

No. NGE-18003/1/2023-NGE-CGA - 596

**Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
(HR-4 Section)**

**Mahalekha Niyantarak Bhawan  
GPO Complex, Block-E, INA  
New Delhi - 110023  
Email ID:- hr4section-cga@gov.in**

**Dated, the 20<sup>th</sup> April, 2023**

**OFFICE MEMORANDUM**

**Subject:- First Cadre review of Group 'B' & Group 'C' posts in Central Civil Accounts Service (CCAS) - reg.**


Reference is invited to this office's OM NO. A-65061(55)/90/2020-Group B-CGA/468 dated 24.02.2023 regarding implementation of First Cadre Review of Group 'B' & Group 'C' posts in Central Civil Accounts Service (CCAS) and conveying therewith approval of the Competent Authority for station wise allocation of revised sanctioned strength of Group 'B' & Group 'C' posts in CCAS.

2. In this connection, it has been observed that working strength in some of the Ministries/Departments has become in excess to the revised sanctioned strength as a result of reduction of post in revised sanctioned strength in First Cadre Review whereas on the other hand the working strength in some of the Ministries/Departments has resulted in shortage due to increase in revised sanctioned strength..

3. All the Pr.CCAs/CCAs/CAs (I/c) are, therefore, requested to provide information regarding excess working strength and station-wise vacancy position in **Group 'C' and Group 'B' Non-Gazetted posts in their Ministry/Department strictly in the enclosed proforma at Annexure-I separately for each post, duly signed by the Sr. AO/ACA/Dy.CA/CA/CCA** so that the excess staff strength may be accommodated against available vacancies in CCAS.

**The above information shall reach to this office by 28<sup>th</sup> April, 2023 positively.**

Encl.: As above.

  
20/04/2023  
(Chandra Kumar Salwan)  
Sr. Accounts Officer (HR-IV)

To

1. The Pr.CCAs/ CCAs/ CAs  
All Ministries/Departments (Civil)
2. The Jt. CGA (Admn.), O/o the CGA
3. The CFC(Civil Aviation)/CC(Pensions)/Director(INGAF).

Copy to: -

The Sr.AO, ITD Section with request to upload the aforesaid O.M. on the website of CGA.

## Proforma for information of working strength and vacancy position as on date

Name of Ministry/Department:

Name of Post:

S. No.	Name of Station	Sanctioned strength as per CGA's O.M. No. A-65061(55)/90/2020-Group B-CGA/468 dated 24.02.2023	Present Working Strength (excluding dossiers/candidates of SSC CGLE-2020/ CHSLE - 2020/MTSE-2020)	Excess Working Strength (In case of excess, fill Annexure-A)	Shortage of Working Strength (In case of shortage, fill Annexure-B)	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	

Note :- The details of present working strength may be provided excluding dossiers/candidates of SSC CGLE-2020/ CHSLE -2020/MTSE-2020 candidates.

## Details of excess staff

Name of Ministry/Department:

Name of Post:

S.No.	Name of the official	Designation	Present Office	Station	Category of the official	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signature of Sr.AO/ACA.Dy.CA/CA/CCA

## Station wise Vacancy position

Name of Ministry/Department

Name of Post

S. No.	Name of station (State)	Total No. of Vacancies						Remarks
		UR	SC	ST	OBC	EWS	Sub-Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) (3+4+5+6+7)	
(i)								
(ii)								
(iii)								
(iv)								
(v)								
<b>Total</b>								

Signature of Sr.AO/ACA.Dy.CA/CA/CCA