

**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
(HR-4 SECTION)**

**MAHALEKHA NIYANTRAK BHAWAN  
GPO COMPLEX, BLOCK-E, INA  
NEW DELHI - 110023  
Email ID:- hr4section-cga@gov.in**

**Dated, the 06<sup>th</sup> November, 2023**

**OFFICE MEMORANDUM**

**Subject:- Promotion of Accountants to the grade of Sr. Accountant on seniority-cum-fitness basis.**

Reference is invited to DoP&T's O.M. No. AB-14017/17/2018-Esstt.RR dated 12.08.2021 regarding relaxation in eligibility service as prescribed in recruitment rules/service rules as on the crucial date i.e. 1<sup>st</sup> January, 2021 upto a maximum period of three months. The relaxation is permitted for three vacancy years i.e. 2021, 2022 and 2023.

2. It has been observed in the select lists received from User Departments (Cadre Controlling Authorities in respect of Group 'C' & 'B' Non-Gazetted employees) where the relaxation has been granted to the eligible officials as per instructions contained in DoPT ibid O.M. dated 12.08.2021 that these officials have been recommended for promotion as Senior Accountant w.e.f. 1<sup>st</sup> January of the year of consideration. Whereas instructions contained in Para 5 of DoPT ibid O.M. dated 12.08.2021 states that "the relaxation is subject to the condition that actual promotions are effected only after completion of the eligibility service prescribed in the Recruitment Rules/Service Rules".

3. The concerned User Departments, being the Cadre Controlling Authority in respect of Group 'C' & 'B' Non-Gazetted employees in their respective Ministry/Department, are, therefore, requested to conduct a review DPC in their respective offices to consider the "fitness" of the eligible Accountants for promotion as Senior Accountant as per eligibility conditions prescribed in relevant Recruitment Rules and instructions contained in DoPT ibid O.M. dated 12.08.2021 wherever applicable and to recommend the name of Accountants, if found "fit", for promotion w.e.f. 1<sup>st</sup> April of the year of consideration in cases where relaxation in prescribed service length is required (maximum upto 03 months) for the vacancy years 2021, 2022 and 2023.

4. The name of such Accountants may be forwarded to this office in prescribed select list proforma (as circulated vide CGA's O.M. of even number (539) dated 27.03.2023) alongwith copy of minutes of review DPC for further consideration in this office, latest by 30<sup>th</sup> November, 2023.

This issues with approval of the Competent Authority.

  
**(Madhukar Sharma)  
Sr. Accounts Officer**

**To**

**The Pr. CCAs/CCAs/CAs concerned.**

**Copy to:-**

**The Sr. AO (ITD), O/o the CGA with the request for uploading on website of the CGA.**

**F. No. AB-14017/17/2018-Estt. RR**  
**Government of India**  
**Ministry of Personnel, P.G. & Pensions**  
**Department of Personnel & Training**

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North Block, New Delhi  
Date: 12<sup>th</sup> August, 2021

**OFFICE MEMORANDUM**

**Subject:-Relaxation in the eligibility service – change in the crucial date i.e. 1<sup>st</sup> January – regarding**

As per instructions contained in DoPT's OM No.22011/4/2013-Estt.(D) dated 8.5.2017, Ministries/Departments, which were mostly following Financial Year (April - March) based vacancy year system till 2017-18 for promotion to various grades, were required to shift to Calendar Year (January to December) based vacancy year from the year 2018 onwards. **Consequently, the crucial date for determining eligibility also changed from 1st April to 1st January.**

2. Due to the shift in the vacancy year and consequent change in the crucial date for determining eligibility, employees, who were completing eligibility service as on 1st April of the vacancy year, were not becoming eligible for consideration for promotion in that vacancy year and that such these employees were becoming eligible for consideration for promotion for vacancies arising only next year w.e.f 1<sup>st</sup> January, subject to fulfillment of other conditions.

3. Requests have been received for the vacancy year 2019 onwards, requesting for grant of relaxation of eligibility service by upto 3 months as on the crucial date of 1<sup>st</sup> January, on the grounds of shifting of vacancy year from financial year-wise to calendar year-wise, to enable employees to be considered for promotion in that year and that this Department has been granting relaxation, on case to case basis, for the Vacancy Years 2019, 2020 and 2021.

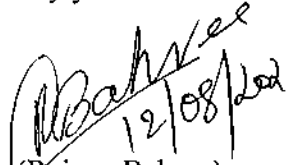
4. With a view to enable timely holding of DPCs, where the recruitment has been shifted from financial year-wise to calendar year-wise, in the light of DoPT's OM dated 8.5.2017, it has been decided in consultation with the Union Public Service Commission and approval of the competent authority, to delegate powers to the Administrative Ministries and Departments (Cadre Controlling Authorities) to relax the eligibility service prescribed in the Recruitment Rules/Service Rules (RRs/SRs) for these posts/cadre, as on the crucial date viz. 1<sup>st</sup> January, 2021, for upto a maximum period of 3 months. Relaxation in eligibility service is to be accorded in such cases where the employees would have been eligible for being considered for promotion as on 1<sup>st</sup> April, 2021, but due to change in the crucial date to 1<sup>st</sup> January, 2021, they become ineligible for being considered for promotion during 2021. Similar relaxation is permitted for vacancy years 2022 and 2023, as indicated in the table below:

<b>Vacancy Year</b>	<b>Crucial date of eligibility</b>	<b>Maximum relaxation of eligibility service delegated to the Administrative Ministry / Department</b>
2021	1.1.2021	Upto3 months for those who have completed eligibility service prescribed in the RRs by 31 <sup>st</sup> March, 2021
2022	1.1.2022	Upto3 months for those who would complete eligibility service prescribed in the RRs between 1 <sup>st</sup> January and 31 <sup>st</sup> March, 2022
2023	1.1.2023	Upto3 months for those who would complete eligibility service prescribed in the RRs between 1 <sup>st</sup> January and 31 <sup>st</sup> March, 2023

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5. No delegation of relaxation of eligibility service so granted to Administrative Ministries/Departments shall be available for vacancy year 2024. Further, the relaxation is subject to the condition that actual promotions are effected only after completion of the eligibility service prescribed in the Recruitment Rules/Service Rules.

6. If case any RRs/SRs, prescribe a different crucial date of eligibility, other than 1<sup>st</sup> January, the concerned Administrative Ministry/Department would have to necessarily amend the SRs/RRs and align the same with extant instructions by prescribing the crucial date as 1<sup>st</sup> January of the vacancy year.

  
12/08/2021  
(Rajeev Bahree)

Under Secretary to the Government of India

To  
All Ministries/Departments of Government of India