

CHAPTER-VI
PROMOTION AND CONFIRMATION

6. Departmental Examination for Auditors Grade.

6.1 Orders relating to the departmental Examination are contained in paragraphs in 9.4.1, 9.4.2, 9.4.3 & 9.4.6 of CAG's Manual of Standing Orders (Admn) Vol-I.

6.2 All direct recruits to the Auditors grade should pass the departmental examination in order to render them eligible for confirmation in that grade. This departmental examination is ordinarily held once in six month i.e. in February and August of each year on the dates to be determined by the Accountant General. It may be ensured that in any case the result for the examination held in August should be out well before Ist October.

(Authority:-CAG's circular No. 42/Exam/168-86. dated 17.5.1988)

6.2.1 All direct recruits who have rendered at least one year's service continuous on otherwise on Ist February and Ist August are eligible to appear in the departmental examination. They are allowed six chances in all to pass the examination. Those who fail to pass the examination within the chance allowed may be offered appointments in the clerk's grade, if there are vacancies in that cadre and if the work and conduct of individuals during their service in the Auditors cadre have been satisfactory, otherwise they will be discharged.

Note :-Accountants General and other Heads of Department may at their discretion condone deficiencies in the prescribed services of one year upto a limit not exceeding 60 days.

(Authority: CAG's. Examination section circular no. 23 of 1984 received with letter no. 718/Exam/160-86, dated 18-7-84, and CAG's circular no. 42/Examt/160-86, dated 17.5.88 ad CAG-Exam circular No.14 of 1991).

6.3 Departmental Examination for Auditors-condonation of deficiency in the prescribed service for eligibility.

Accountant General may, at their discretion, condone deficiencies in the prescribed service of one year upto a limit of sixty days in computing qualifying services for appearing in the Departmental Examination for Auditors, to the directly recruited auditors as well as Clerks promoted as auditors on seniority basis. The condonation will also be admissible to the Clerks/Group D staff who take the Departmental Examination for Auditors in relaxation of the provisions contained in the Recruitment Rules for Auditors pending amendment to the aforesaid rules.

(Authority : -CAG's.circular letter No. 527 –Exam/2O-84-IV dated 20.8.1991).

6.4 Such of the temporary and officiating either recruited direct or promoted from clerk's grade as have passed part I of the S.O.G. Examination are not required to take this examination.

As amongst the officiating Auditors a senior person does not lose seniority on account of not passing the Departmental Examination for auditors in the first two consecutive chances.

6.4.1 Persons who are permitted to sit for the Departmental Examination by condoning the deficiency of one year service cannot be confirmed before they have worked for the normal period of probation of one year's in the Auditor's grade.

(C.AG. letter No.480-NGE II/184-59, dated 25.2.1960. Dy. DAG (A)-996)

6.5 In case of Auditors who are promoted under the promotion quota and who are reverted as clerk for failure to pass the Departmental Examination within the number of chances allowed, it has been decided that such officials may, while serving as clerks he allowed further three chances to negotiate the Examination, These three chances will have to be availed of within two years of their reversion. (CAG letter No... dated 5.9.1968)

6.5.1 Forfeiture of chances etc. in Departmental Examination for Auditor.

The chance allowed to the Auditors by condoning a deficiency of service will also count as one of the four chances normally admissible to him.

(CAG's endorsement No. 472-NGE II/11-64 Pt. I, KW, dated 14.3.1966. Dy trg. I-DCE-246).

6.6 Destruction of answer books of the Departmental Examination

The used answer books of the half yearly Departmental Examination may be preserved only for six months form the date of publication of the result of the examination after which they may be destroyed. However, if these answer books contain any blank unused sheet, they should be retrieved for use as note-sheets etc., before destruction.

(CAG's D.O. letter No. 1850-NGE.III/77-54, dated 27.7.1957)

6.7 Travelling allowance for appearing at the Departmental Examination form

outside headquarters- The comptroller & Auditor General of India has declared the departmental examination to be an obligatory examination for the purpose of Supplementary Rule 130(a). The Comptroller and Auditor General, however, desire that whenever possible the examination should be arranged to be conducted simultaneously at branch offices also.

(CAG's letter No. 1289-NGE.II/200-50, dated 25-5-1950)

6.8 Proficiency in type writing for clerks in IA&AD.

Clerks recruited in IA&AD should have a speed of 30 w.p.m in English type-writing to become eligible to draw increments in clerks grade. The question of adopting the scheme applicable to Clerks of the Central Secretariat and other office participating in the Central Secretariat clerical service under which Clerk are given option either to qualify in English type-writing with 30 w.p.m. or Hindi type writing with 25 w.p.m. for the purpose of drawl of increments in the Clerk grade, has been examined. Taking into account the correspondence required to type-written in Hindi, it has been decided by the CAG of India that the Scheme of the Central Secretariat Clerical Service may be adopted in respect of Clerk in the field office in Hindi speaking States.

All existing Clerks will be allowed the option either to qualify in English type-writing with 30 w.p.m. or Hindi type writing with 25 w.p.m. before they become eligible for drawal of increment in the Clerk grade.

(Authority: CAG's letter No. 418-NGE.II/59-71, dated 18.2.1972.)

6.9 Payment of gratuity to temporary and Government Servant.

A Government Servant in temporary shall, if he services are terminated otherwise than as a disciplinary measure of by resignation be regulated under Rule 10 and 11 of the C.C.S. (T.S) Rules 1965 and the Govt. of India orders issued form time to time.

6.10 Reservation of vacancies in the matter of confirmation of clerks who have not passed typewriting test.

Clerks will be eligible for the benefit of confirmation only form the date of the typewriting test in which they qualify. They could, therefore be deemed to have been passed over if they had not already qualified in typewriting when their turn for confirmation arose. Posts need not, therefore, necessarily be reserved for them.

(CAG's letter No. 478.NGE. II/11-71, dated 23.3.1973.)

6.11 SCHEME & SYLLABUS FOR THE DEPARTMENTAL EXANINATION FOR AUDITOR (CIVIL AUDIT OFFICES)

The following syllabus and subjects of the departmental examination for *Auditors* in Civil Audit offices is as follow:

	Paper	Duration	Max. Marks
	Government Accounts and Service regulations	2 and ½	
1.	(a) Group 'A' Accounts- 40 Marks	hours	100
	(b) Group 'B' Service Regulation- 60 Marks		
2.	Government Audit I	2 and ½	100
		hours	
3.	Government Audit II	3 hours	100

Paper I : Government Accounts and Service regulations

Group 'A' Accounts:

- (i) Government Accounting Rules, 1990 issued by the Comptroller General of Accounts.. Ministry of Finance Government of India.
- (ii) Central Public Works Account Code Chapter 10: Works Accounts.

Group 'B' Service Regulation

- (i) Fundamental Rules made by the President as contained in Posts & Telegraphs Compilation of the Fundamental Rules and the Supplementary Rules (Chapters II and IV-Definitions and Rules relating to -pay fixation only)
- (ii) Central Civil Services (Pension) Rules.
- (iii) Central Civil Services (Leave) Rules.
- (iv) Travelling allowance Rules of the Union Government as contained in the Supplementary Rules of Posts & Telegraphs Compilation of Fundamental and the Supplementary Rules.

Paper II: Government Audit - I

- (i) Comptroller & Auditor General's (Duties, Powers and Conditions of Service) Act, 1971
- (ii) Comptroller and Auditor General's Manual of Standing Orders (Technical) vol. I
 - Section II: General Principles and Rules of Audit
 - Section III: Supplementary Audit Institutions.
 - Section IV: Public works Audit
 - Section V: Forest Audit
 - Section VI: Inspections and Local Audit.
 - Section VII: Results of Audit.
- (iii) Comptroller and Auditor General's Manual of Standing Orders {Technical}, Volume-II

Paper III: Government Audit - II

- (i) The Finance Act.
- (ii) Customs Tariff Working Schedule.
- (iii) Central Excise Tariff Working Schedule.
- (iv) Revenue Audit Manual Part I (Income Tax) Section 1 Third Edition as corrected upto C. S. No. 354.
- (v) Revenue Audit Manual: Part I (Income Tax) Section-II Second Edition.
- (vi) Revenue Audit Manual. Part II(Central Excise) Second Edition.
- (vii) Revenue Audit Manual Part VII (Customs) Third Edition.
- (viii) Central Excise Manual (Central Excise Act and Chapters III, IV, VI, VIII, IX and X of the Central Excise Rules).
- (ix) Customs Act, 1962 excluding Chapters III, IV, VI, VIII, XI, XII, XIII, XV, XVI and XVII.
- (x) Comptroller and Auditor General Manual of Standing Orders (Technical) Vol. I Section II Chapter 4 Audit of Receipts.
- (xi) Central Public Works Account Code-Chapter IX Revenue Receipts.

Note: 1.* The Minimum qualification marks/exemption marks will be 40% / 50% in each of two parts of paper –I of Governments Accounts and service regulations i.e. (a) Group 'A' Accounts- & Group 'B'- Service Regulation

Note: 2: The relevant year of the Finance Act, Customs Tariff Working Schedule and Central Excise Tariff Working Schedule will be as notified every year by the Receipt Audit Wing of the Comptroller and Auditor General's Office.

Authority: (i) CAG's Manual of Standing Orders (Admn) Vol-I, Para No. 9.4.6

(ii) * Page 24/N of Examination section's file No. 117/Exam/2002

**6.12 SCHEME & SYLLABUS FOR THE LIMITED DEPARTMENTAL
COMPETITIVE EXANINATION FOR CLERKS FOR PROMOTION AS
STENOGRAPHER ORDINARY GRADE IN IA&AD**

6.12.1 There will be a Limited Departmental Examination for promotion as Stenographer ordinary grade under the examination quota in all Audit and Accounts offices. Any permanent or temporary regularly appointed Clerk who has completed two years continuous service as Clerk in the I A. & A.D. and who, has passed the Matriculation Examination will be eligible to appear at this examination.

The crucial date to determine the eligibility will be the first day of the month in which the examination is held, The examination will be held once in a year in the month of August. It will not however be obligatory for the department to hold the examination if there are no existing or anticipated vacancies in the cadre. The question paper will be set locally by each office. There is no limit on the number of chances which may be availed of by a candidate.

6.12.2 The examination shall consist of two part namely :-

Part-A *Written Test* and **Part-B *Shorthand Test***.

The subjects of the examination time allowed, the maximum marks for each subject and the standard and syllabus will be as follows:-

Part-A Written Test		
Subject	Duration	Max. Marks
Paper I	1 hours	75
1. General English		
Paper II		
2. Essay	1 hours	50
Paper III		
3. General Knowledge	1 hours	75

The minimum qualifying marks will be 40 per cent in each of the papers. The papers in General English and General Knowledge will include Objective-Multiple Choice type. The standard of the question papers will be approximately that of the matriculation examination of an Indian University.

NOTE (i) Candidates can exercise option to answer the papers on Essay and General Knowledge of the written test and take the shorthand test in Hindi (Devanagri). Partial option is not permissible.

(ii) Paper on General English must be answered by all the candidates in English.

I General English: Questions will be designed to test the candidates knowledge of English Grammar, Vocabulary, Spellings, Synonyms and Antonyms, Prepositions, Direct and Indirect Speech, power to understand and comprehend the English language and ability to discriminate between correct and incorrect usage etc.

II Essay: An Essay to be written on any of the several specified subjects.

III General Knowledge: Paper on General Knowledge will include questions on the Constitution of India. Indian History and Culture, General Economics & Geography of India, Current Events, Everyday Science and such matters of everyday observation as may be expected of an educated person

Part-B: Shorthand Test

Part B: Shorthand test in English or in Hindi:- 200 Marks.

Those who qualify the written test will have to appear in the shorthand test. The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who take the test in English will be required to transcribe the matter in 65 minutes and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes.

Candidates will have to transcribe the shorthand notes on typewriters. They have to make their own arrangements for the typewriters. Candidates who opt to take the

shorthand test in Hindi will be required to learn English stenography and vice-versa after their appointment

6.12.3 In shorthand test, the minimum qualifying marks will be 55 percent For, each mistake, marks at the rate of 2 and ¼ should be deducted. Candidates getting less than 55 per cent marks i.e. those who commit more than 5 per cent errors and omissions in' the transcription will be deemed to have failed in the stenography test. Repetition of the same spelling mistake may be disregarded and may not be counted again towards the prescribed limit of 5 per cent

6.12.4 The candidates names will be arranged in a list in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and their appointment will be made from this list. Persons qualified in an earlier examination will enbloc rank senior to those who have qualified in the subsequent examination.

6.12.5The question paper will be set by CAG's office. . The maximum number of chances permissible is limited to four. The exam will be held twice in the year ordinarily in the month of May and November. It will bet however be obligatory for the department to hold the examination, if there are no existing or anticipated vacancies in the cadre.

Authority: (i) CAG's Manual of Standing Orders (Admn) Vol-I. Para No. 9.5

(ii) CAG 's letter No. 503-Exam-21-84—1 dated 20.6.1986.

6.13 SCHEME & SYLLABUS FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXANINATION-FOR MATRICULATE GROUP 'D' STAFF IN I.A, & A.D. FOR PERMOTION AS CLERK

6.13.1 There will be a limited Departmental Competitive Examination for promotion of Matriculate Group 'D' as Clerks under the examination quota in Audit offices.

6.13.2 Group 'D' Staff who are Matriculates and who have put in three years continuous service on the first day of the month in which the examination is held, are eligible to take this examination.

A candidate who secures 45 per cent marks in any paper(s) would be exempted from appearing in that paper(s) in the subsequent examinations.

(Authority: CAG's Exam Section Circular No. 7 of 1987 received with letters No. 242-/Exam/161-83 Vol- II dated 23.4.1987.)

6.13.3 The following will be syllabus and subjects of the limited Departmental Competitive Examination for Matriculate Group 'D' Staff for promotion as Clerks.

	Subject	Duration	Max. Marks
1.	Paper II English / Hindi	2 hours	100
2.	Paper III Arithmetic and tabulation	2 hours	100
3.	Paper III General Knowledge and Office procedure	1 hours	100

NOTES: (1) The standard of the question papers I and II will be approximately that of matriculation examination of an Indian University.

(2) All the three papers will be 'Set in English and in Hindi The candidates will have to exercise their option for English or Hindi The option will apply to all the three papers

(3) A candidate will be declared to have passed the examination if he has secured 40 per cent marks in each of the three papers.

Paper I- English / Hindi

(i) Essay writing: 25 Marks.

A short essay of about 200 words to be written on one of several simple subjects.

(ii) Letter writing: 25 Marks.

A letter to be drafted on one of the given topics.

(iii) Grammar: 25 Marks.

(a) Correction of sentences.

(b) Filling in the blanks with prepositions.

(c) Simple idioms and phrases.

(iv) Comprehension: 25 Marks.

Question based on the given passage will have to be answered.

Paper II: ARITHMETIC AND TABULATION

(i) Arithmetic: 70 Marks.

Problems in Arithmetic of Matriculation standard.

Tabulation: 30 Marks.

A problem to test the candidates ability to compile, arrange and present a given set of data in a tabular form.

Paper III: GENERAL KNOWLEDGE AND OFFICE PROCEDURE.

(i) Part A: General Knowledge: 75 marks.

Questions on General Knowledge including Current Affairs will be of objective type. The questions will be designed to test the candidate's knowledge of current events and of such matters of day to day observation and experience as any educated person may be expected to know.

(ii) Part B: Office Procedure: 25 Marks.

Question for at least 15 marks from this part will be compulsory. The questions on simple and designed to test whether the candidate knows the procedure for receipt, diarising, issue, file opening and weeding of records.

6.13.4 Candidates will also have to take a typing test which will be held once in a quarter by the Accountant General. The Matriculate Group 'D' Staff may take the typing test at any time either before the examination or after the examination. They will become eligible for promotion as Clerks after passing written papers of the examination. However a candidate who has not already passed the typing test as on the date of his promotion as Clerk will have to clear the same within two years from the date of promotion, failing with he will be reverted to Group D post.

6.13.5 The examination will be held once in a year in the month of September. The papers will be set locally by each Head of Office.

* There is no limit in the number of chances, a candidate may avail. Vide

(Authority: i.) CAG's Manual of Standing Orders (Admn) Vol-I. Para No. 9.6

ii.) CAG's Exam Section Circular No. 10 of 1984 received with letters No. 341/Exam/161-83, dated 30.4.1984 and circular No. 961-Exam/160-86, dated 26.8.1987.

iii). *CAG's Exam Section Circular No. 15 of 1986 received with letters No. 833/Exam/161-83, dated 23.7.1986.

6.14 Incentive Examination for Senior Auditors.

A scheme of Incentive Examination for Senior Auditors has been introduced. The examination will be conducted by Accountant General every year in April on the dates fixed by him.

6.14.1 Eligibility:

Senior Auditor with three years continuous service in the grade on the first of the month in which the examination is scheduled to be held will be eligible to appear in the examination.

NOTE:-From the examination to be held in April 1994 and onwards, continuous service in the grade on the first of the month in which the examination is scheduled to be held will be one year.

6.14.2The question paper will be set locally. Candidates securing fifty per cent marks and above would be granted one advance increment in the scale or Senior Auditor with effect from the first of the month in which the examination is held. Advance increment in such cases will be sanctioned by the Heads of the Department and ex-post-facto approval obtained from Headquarters.'

6.14.3 The Department will not provide any training for the candidates appearing in the examination nor will it supply any books. In partial modification of above para, it is stated

that Sr. Auditor who have reached the maximum of their pay scales will not be eligible to appear at this examination.

There will be one paper on “Finance. Accounts and Audit” for 2 and 1/2 hours duration for 100 marks. The candidates are required to write the examination without the aid of books and they have option to answer the paper in Hindi.

Authority: i. CAG’s Exam Section Circular No. 3 of 1990 received with letters No. 59-Exam/27-88-11 dated 26.2.1992.

ii. CAG’s Circular No. 768-Exam 27-28, dated 9.8.1988, and Circular No. 529-Exam/27-88 dated 20.8.1991.

6.14.4 The syllabus of the Incentive Examination is as follow:

Finance, Accounts and Audit (For Audit Offices-All Branches

Max. Marks 100 : Time 2 and ½ hours : Without books.

- (i) CAG’s (DPC) Act.
- (ij) Introduction to Indian Government Account and Audit
- (iii) Constitution of India.
 - (a) Part V: The Union
 - (i) Money Bills and Procedure in Financial matters in Chapter :2 Parliament
 - (ii) Chapter 5 Comptroller and Auditor General of India.
 - (b) Part VI: The States
 - Procedure in Financial matters in Chapter 3, the State Legislature.
 - (c) Part XII: Finance, Property, Contracts and Suits
 - Chapter 1: Finance
 - Chapter 2: Borrowing

6.15 Grant of Honorarium

Grant of Honorarium to the Officers who is appointed as Examiners of Section Officers’ Grade Examination, Revenue Audit Examination and Departmental Examination.

Rates of honorarium:

- (a) **For Setting the Question Papers**

(1) Double paper (Theoretical & Practical on the same subject set by one Examiner irrespective of time limit of each Paper.) Rs. 750/-

(2) Single Paper

(i) Less than 3 hours. Duration Rs. 450/-

(ii) 3 Hours duration Rs. 600/-

(b) Moderation of Question Paper

(1) Double paper Rs. 450/-

(2) Single Paper

(i) Less than 3 hours. Duration Rs. 225/-

(ii) 3 Hours duration Rs.350/-

(c) Valuation of Answer Scripts

(i) Less than & upto 2 hrs. duration Rs. 5.50

(per answer script)

(ii) More than 2 hrs. duration Rs. 9.00

(per answer script)

(iii) Valuation of floppies through Computer Rs. 9.00

(per floppy)

(d) Head Examiner: Rs 1.50

(Over the rate of valuation)

Authority: (i) CAG's Manual of Standing Orders (Admn) Vol-I. Para No. 9.11.1,
(C.S. No. 18)

(ii) Authority: file No. 8-Exam./2004 (The revised rates has been effected for all Examination to be held from 01.01.2005)

6.16 PROMOTIONS

Promotions to various posts in Group 'C' & 'D' are regulated in accordance with the Recruitment Rules to the posts incorporated in CAG's Manual of Standing Orders (Admn) Vol-III

6.16.1 - Promotion: Group 'D' Peon to Sr. Peon

6.16.2. In exercise of the powers conferred by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Sr. Peon in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- (i) These rules may be called the Indian Audit & Accounts Department (Group 'D' post, Sr. Peon) Recruitment (Amendment) Rules 2002.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3. Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax :- Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, !he Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule

Sr. Peon

1.	Name of the post:	Sr. Peon
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'D'(Non-Gazetted)
4	Scale of Pay	Rs. 2610-60-2910-65-3300-70-4000
5	Whether selection post or non selection post	Non selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable

9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable.
10	Period of probation, in any	Nil
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By Promotion
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	Promotion: Peon with three years of regular service in the grade, Note: If an officer is considered for promotion 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 two years, whichever is less.
13	Departmental promotion committee (for confirmation)	<ul style="list-style-type: none"> i An Audit Officer/Assistant Accountant General in charge of administration. ii Two Audit Officer of which one officer will be from an office other than one in which confirmation are considered. <p>Note: The senior most officer will be</p>

		chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:- i) GSR No.49 dated 30.1.2002 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.248-NGE(App)/35-99 dated 29.11.1999.)

ii) GSR No.233 dated 27.5.2002 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.258-NGE(App)/46-99 dated 3.4.2003.)

6.16.3- Promotion: Group 'D' Peon to to Daftri

6.16.3.1 In exercise of the powers conferred by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Daftri in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- (i) These rules may be called the Indian Audit & Accounts Department (Group 'D' post, Daftri) Recruitment (Amendment) Rules2002.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3. Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax :- Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, !he Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule

Daftari

1.	Name of the post:	Daftari
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'D'(Non-Gazetted)
4.	Scale of Pay	Rs. 2610-60-2910-65-3300-70-4000
5.	Whether selection post or non selection post	Non selection
6.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules	Not applicable

	1972	
7	Age limit for direct recruits	Between 18 and 25 years Note: the crucial date for determining the age limit shall be the last date upto which the employment exchange is asked to submit the names.
8	Educational and other qualifications required for direct recruits	Essential: Passed eighth standard from a recognised school/Board Desirable: Experience in stitching of files and binding work.
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	2 Years for direct recruits
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By Promotion , failing which by direct recruitment.
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	Promotion: Peon with 3 years regular service in the grade on seniority basis subject to rejection of unfit. Note: If an officer is considered for promotion 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 two years. Whichever is less.
13	Departmental promotion committee (for confirmation)	<p>i An Audit Officer/Assistant Accountant General in charge of administration.</p> <p>ii Two Audit Officer of which one officer will be from an office other than one in which confirmation are considered.</p> <p>Note: The senior most officer will be chairman.</p>
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:- (GSR No 662 dated 5.8.1988 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.820-N.2/51-88dated 14.9.1988)

(GSR No.49 dated 30.1.2002 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.248-NGE(App)/35-99 dated 29.11.1999.)

6.16.4- Promotion: Group 'D' Peon to Record Keeper

6.16.4.1 In exercise of the powers conferred article by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Record Keeper in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- . (i) These rules may be called the Indian Audit & Accounts Department (**Record Keeper**) Recruitment (Amendment) Rules 2002.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3. Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax :- Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, !he Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule
Record Keeper

1.	Name of the post:	Record Keeper
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted)
4	Scale of Pay	Rs. 2750-70-3800-75-4400
5	Whether selection post or non selection post	Non selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable.
10	Period of probation, in any	Two years
11	Method of Recruitment whether by direct recruitment or by promotion or	By Promotion

	by deputation/absorption and percentage of posts to be filled by various methods	
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	Promotion: Group D officers of the offices under the same cadre control with seven years regular service in the grade and who possess minimum qualification of eighth standards pass. Note: The inter-se-eligibility list will be prepared based on the total length of service as Group D officer.
13	Departmental promotion committee (for confirmation)	Group 'C' DPC consisting of 1 Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. 2. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.) 3.Sr. Audit Officer/ Audit Officer Note: The senior amongst (i) & (ii) above shall be chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:- (GSR No.284 dated 13.7.2002 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.207-NGE(App)/48-99 dated 16.10.2000.)

6.16.5 Promotion: Record Keeper to Selection Grade Record Keeper

6.16.5.1 In exercise of the powers conferred by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Selection Grade Record Keeper in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- (i) These rules may be called the Indian Audit & Accounts Department **(Selection Grade Record Keeper Recruitment (Amendment) Rules 1999**.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3. Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax :- Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule
Selection Grade Record Keeper

1.	Name of the post:	Selection Grade Record Keeper
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted)
4.	Scale of Pay	Rs.3050-75-3950-80-4590
5.	Whether selection-cum-seniority or selection by merit or non-selection	Not applicable
6.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable.
10.	Period of probation, in any	Nil
11.	Method of Recruitment whether by direct recruitment or by promotion or	By Promotion

	by deputation/absorption and percentage of posts to be filled by various methods	
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<p>Promotion: Record keeper in the grade of Rs. 2750-4400 with three years regular service.</p> <p>Note: Where juniors, who have completed their qualifying/eligibility service are being considered for promotion, their senior would also be considered provided they are not short of requisite qualifying /eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grades alongwith their juniors who have already completed such qualifying /eligibility service”.</p>
13	Departmental promotion committee (for confirmation)	<p>Group ‘C’ DPC consisting of</p> <ol style="list-style-type: none"> i. Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. ii. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.) iii. Sr. Audit Officer/ Audit Officer <p>Note: The senior amongst (i) & (ii) above shall be chairman.</p>
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:- (GSR No.298 dated 2.9.1999 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.246-NGE(App)/49-99 dated 29.11.1999.)

6.16.6 Promotion Group 'D' to Clerk: - Please refer to Para No. 3.5.3 of Chapter III

6.16.7 Promotion Clerk to Auditor: - Please refer to Para No. 3.5.5 of Chapter III

6.16.8 Promotion: Auditor to Sr. Auditor:-

6.16.8.1 In exercise of the powers conferred by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Sr. Auditor in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- . (i) These rules may be called the Indian Audit & Accounts Department (**Sr. Auditor**) Recruitment (Amendment) Rules1999.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3. Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax: - Where the Comptroller & 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, 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 or age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule

Sr. Auditor

1.	Name of the post:	Sr. Auditor
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted), Non- Ministerial
4	Scale of Pay	Rs. 5500-175-9000
5	Whether selection post or non selection post	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable.
7	Age limit for direct recruits	Not applicable.

8	Educational and other qualifications required for direct recruits	Not applicable.
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable.
10	Period of probation, in any	Not applicable.
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	by promotion, failing which by deputation
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<p>Promotion</p> <p>Auditor in the grade of Rs. 4500-125-7000 who have completed three years of regular service in the grade, and have passed departmental examination for Auditors.</p> <p>Deputation:</p> <p>1. Senior Auditors/Sr. Accountants; or</p> <p>2. Auditors/Accountants with three years regular service in the grade and who have passed departmental examination for Auditors /Accountants.(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 deputationists shall not be eligible for consideration for appointment by promotion. Period of</p>

		<p>deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed three years.)</p> <p>Note:-1. If an Officer is considered for promotion, all persons senior to him shall also be considered (if they have completed the probation, where applicable) notwithstanding that they have not rendered the requisite period of service as Auditor.</p> <p>2. As the cadre of Senior Auditor and feeder cadre of Auditor are not centralised for the entire department, the rules are applicable to each cadre in the various field offices of the department. The requisite period of service prescribed for promotion shall be in the field office concerned.</p>
13	Departmental promotion committee (for confirmation)	<p>Group 'C' DPC consisting of</p> <ol style="list-style-type: none"> 1 Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. 2. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.)

		3.Sr. Audit Officer/ Audit Officer Note: The senior amongst (i) & (ii) above shall be chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

(Authority:- GSR No. 233 dated 15.7.99 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.248-NGE(App)/35-99 dated 29.11.1999.)

6.16.7 Promotion Clerk to Stenographer Grade III:- Please refer to Para No. 3.5.4 of Chapter III

6.16.8 Promotion: Stenographer Grade-II

6.16.8.1 In exercise of the powers conferred by clause (5) of article of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Stenographer Grade II in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- (i) These rules may be called the Indian Audit & Accounts Department **(Stenographer Grade II)** Recruitment Rules 2003.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

3.Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as

specified in column 5 to 14 of the schedule.

5. 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 posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax: - Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, The Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule

Stenographer Grade II.

1.	Name of the post:	Stenographer Grade II
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted), Non- Ministerial

4	Scale of Pay	Rs. 5000-150-8000
5	Whether selection-cum-seniority or selection by merit or non-selection;	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	Not applicable
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By promotion, failing which by deputation
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<p><u>Promotion:</u> Stenographer Grade III with five years regular service in the grade.</p> <p><u>Deputation:</u> From other field offices in the Indian Audit and Accounts Department failing which from other offices of Central Government.</p> <p>(a) (i) Stenographer Grade II; or (ii) Stenographer Grade III with five years regular service in the grade; and</p>

		<p>(b) possessing a speed of 100 words per minute in stenography.</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 organisation/Department of the Central Government shall ordinarily not to exceed three years.)</p> <p>Note: 1. If an officer is considered for promotion, 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>2. As the cadre of Stenographer Grade-II and its feeder cadre of Stenographer Grade III are not centralised for the entire department, the rules are applicable to each cadre in the various field offices of the department. The requisite period of service prescribed for promotion should be in the field office concerned.</p>
13	Departmental promotion committee	Group 'C' DPC consisting of

	(for confirmation)	<p>i. Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group.</p> <p>ii. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.)</p> <p>iii. Sr. Audit Officer/ Audit Officer</p> <p>Note: The senior amongst (i) & (ii) above shall be chairman.</p>
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:- GSR No. 88 dated 10.3.2003 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.230-NGE(App)/38-99 dated 26.3.2003.

6.16.9 Promotion: Stenographer Grade-I

6.16.9.1 In exercise of the powers conferred by clause (5) of article of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Stenographer Grade I in the field offices of Indian Audit & Accounts Department. namely:-

1. Short title and commencement:-

- . (i) These rules may be called the Indian Audit & Accounts Department **(Stenographer Grade I) Recruitment Rules 2004**
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached

thereto shall be as specified in column 2 to 4 of the said schedule.

3.Method of recruitment, age limit qualification etc: The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the schedule.

5. 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 posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax: - Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, The Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the IA. & A.D.

Schedule
Stenographer Grade I

1.	Name of the post:	Stenographer Grade I
2.	Number of posts	Subject to variation dependent on work

		load.
3.	Classification	General Central Service Group 'B'(Non-Gazetted), Non- Ministerial
4	Scale of Pay	Rs. 5500-175-9000
5	Whether selection-cum-seniority or selection by merit or non-selection;	Non-Selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	Two years
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By promotion, failing which by deputation
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<p><u>Promotion:</u> Stenographer Grade II in the scale of Rs. 5000-150-8000 with three years regular service in the grade.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be</p>

		<p>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 for promotion to the next higher grade along with the juniors</p> <p><u>Deputation:</u></p> <p>Officers of the 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. 5000-8000 or equivalent in the parent cadre/department; and</p> <p>(iii) possessing a speed of 100 words per minute in Stenography English/Hindi.</p> <p>The Department officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding the appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years.</p>
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		The age limit for appointment by deputation shall not, exceed 56 years as on the closing date of receipt of applications.)
13	Departmental promotion committee (for confirmation)	Group 'B' DPC consisting of i.) Cadre Controlling Officer of the rank of Principal Accountant General/Accountant General- Chairman. ii)Officer of the rank of the Sr.DAG/DAG in charge of Administration. - Member iii) Any other officer of the rank of Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.)- Member
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Authority:-i) GSR No.349dated7.10.2004 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.396-NGE (App)/84-99 dated 21.6.2005

6.16.10 Promotion Scheme of Staff Car Drivers

The existing grade structure for the Staff Car Drivers (including introduction of the special grade of Rs. 5000-8000), is as under:-

Sl.No.	Grade	Pay-scales
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1	Ordinary Grade	Rs. 3050-4590
2	Grade-II	Rs.4000-6000
3	Grade-I	Rs.4500-7000
4	Special Grade	Rs. 5000-8000

Authority: (No. 43019/54/96-Estt(D) G.I., Mini. of Personnel, Public Grievances and pensions (Deptt. of Per& Trg.) dated 13.2.2002, received with CAG letter No.15-Audit(Rules)/50-93 IV-2002(13) dated 18.3.2002.)

6.16.10.1 In exercise of the powers conferred article by clause (5) of article 148 of constitution the president after consultation with the comptroller & Auditor General of India hereby makes the following rules to regulate the method of recruitment to the posts of Staff Car Driver in the field offices of Indian Audit & Accounts Department namely:-

1. Short title and commencement:-

- (i) These rules may be called the Indian Audit & Accounts Department **(Staff Car Driver)** Recruitment Rules, 1988, (Amendment) Rules 2000.
- (ii) They shall come into force on the date of their publication in the official gazette.

2. No. of posts, classification and scale of pay:-

The number of said posts their classification and the scales of pay attached thereto shall be as specified in column 2 to 4 of the said schedule.

- 3. Method of recruitment, age limit qualification etc:** The method of requirement, age limit, qualification and other matters relating to the said posts shall be as specified in column 5 to 14 of the 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 the said posts.

Provided that the Comptroller & Auditor General of India is of the opinion 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 may exempt any person from the operation of this rule.

5. Power to relax: - Where the Comptroller & Auditor General of India is of the opinion that it is expedient or necessary so to do, the may, by order and 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 or age limit and other concessions required to the provided for the Scheduled Castes, The Scheduled Tribes, OBCs, Ex-Servicemen and other special categories of persons, in accordance with the order issued by the Government of India from time to time in this regard as applicable to persons employed in the I. A. & A.D.

Schedule- I

Staff Car Driver (ordinary Grade)

1.	Name of the post:	Staff Car Driver (ordinary Grade)
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted), Non- Ministerial
4	Scale of Pay	Rs. 3050-75-3950-80-4590
5	Whether selection-cum-seniority or selection by merit or non-selection;	Non- applicable
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	No
7	Age limit for direct recruits	Not exceeding 25 years. (relaxable for Government Servants upto the age of 35years in accordance with the

		<p>instructions or orders issued by the Central Government)</p> <p>Note: The crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in India. In the case of recruitment made through Employment /Exchange the crucial date for the determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names.</p>
8	<p>Educational and other qualifications required for direct recruits</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Possession of a valid driving licence for motor cars. 2. Knowledge of motor mechanism (should be able to remove minor defects in the vehicles) 3. Experience of driving a motor car for three years. 4. Should be fully conversant with traffic regulations 5. Ability to read English and Hindi or Regional language of the area in which the employing organisation is situated <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. A Pass in the 8th standard from a recognised Board. 2. Three years service as Home Guard/Civil Defence Volunteer. <p>Note: The qualification regarding</p>

		experience is relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled Cases 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.
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	Two years
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	Absorption, failing which by deputation/re-employment failing which by direct recruitment.
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<p>Absorption:</p> <p>Deputation / re-employment of Ex-servicemen:</p> <p>On the basis of driving test to assess the competence, from amongst regular Despatch Rider and Group D employees in the organisation (in which the posts are to be filled up) who possess valid driving licence for motor Car.</p> <p>The Armed Forces personnel due to retire or to be transferred to reserve within a period of one year and having</p>

		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 organisation/Department of Central Government shall ordinarily not exceed three years).
13	Departmental promotion committee (for confirmation)	Group 'C' DPC consisting of i. Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. ii. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.) iii. Sr. Audit Officer/ Audit Officer Note: The senior amongst (i) & (ii) above shall be chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Schedule- II

Staff Car Driver Grade-II

1.	Name of the post:	Staff Car Driver Grade-II
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2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted), Non- Ministerial
4	Scale of Pay	Rs.4000-100-6000
5	Whether selection-cum-seniority or selection by merit or non-selection;	Non- selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not applicable
7	Age limit for direct recruits	Not applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	Not applicable
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By Promotion:
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<u>Promotion:</u> Staff Car Drivers ordinary Grade with nine years regular service in grade on passing the trade test of appropriate standard.

13	Departmental promotion committee (for confirmation)	Group 'C' DPC consisting of i. Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. ii. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.) iii. Sr. Audit Officer/ Audit Officer Note: The senior amongst (i) & (ii) above shall be chairman.
14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.

Schedule- III
Staff Car Driver Grade-I

1.	Name of the post:	Staff Car Driver Grade-II
2.	Number of posts	Subject to variation dependent on work load.
3.	Classification	General Central Service Group 'C'(Non-Gazetted), Non- Ministerial
4	Scale of Pay	Rs.4500-125-7000
5	Whether selection-cum-seniority or selection by merit or non-selection;	Non-selection
6	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Not- applicable

7	Age limit for direct recruits	Not- applicable
8	Educational and other qualifications required for direct recruits	Not- applicable
9	Whether age and educational qualification prescribed for direct recruits will apply in the case of promoters.	Not applicable
10	Period of probation, in any	Not- applicable
11	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of posts to be filled by various methods	By promotion
12	In case of recruitment by promotion/deputation/absorption/grades from which promotion / deputation absorption to be made.	<u>Promotion:</u> Staff Car Drivers Grade II with six years regular service in grade on passing the trade test of appropriate standard.
13	Departmental promotion committee (for confirmation)	Group 'C' DPC consisting of i. Sr. DAG/DAG or an officer of equivalent rank-in-charge of administration group. ii. Another Sr. DAG/DAG or an officer of equivalent rank (from an office other than one in which promotions are considered.) iii. Sr. Audit Officer/ Audit Officer Note: The senior amongst (i) & (ii) above shall be chairman.

14	Circumstances in which UPSC is to be consulted in making recruitment.	Not applicable.
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Authority:-i) GSR No.449 dated 31.10.2000 of Govt. of India, Ministry of Finance, Department of Expenditure, circulated vide CAG letter No.725-NGE (App)/51-99 dated 09.07.2001

6.16.10.2 Special Grade: Promotion to the Special Grade shall be by non-selection (Seniority-cum-fitness) from Grade I with 3 years regular service in Grade I of Staff car Driver. The revised ratio in which the posts of Staff Car Driver shall be placed in different grades of Staff Car Driver shall be as follows:-

Sl.No.	Grade	Pay-scales	Percentage
1	Ordinary Grade	Rs. 3050-4590	30
2	Grade-II	Rs.4000-6000	30
3	Grade-I	Rs.4500-7000	35
4	Special Grade	Rs. 5000-8000	05

The special Grade of Rs. 5000-8000 is to be introduced only to the extent of 5 % of the total strength in the cadre of staff car drivers in the department.

(New Grade for Staff Car Drivers to be called “Special Grade”, has been introduced in the scale of pay of Rs. 5000-8000/- with effect from 8.11.1996)

Authority: (No. 43019/54/96-Estt(D) G.I., Mini. of Personnel, Public Grievances and pensions (Deptt. of Per& Trg.) dated 15.2.2001, received with CAG letter No.101-Audit(Rules)/50-93 IV-2002(21) dated 17.4.2001.)

