

A-12025/2012/MF.CGA/Gr.A/CSE-2013/1316
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
7TH FLOOR, LOK NAYAK BHAVAN
KHAN MARKET, NEW DELHI.

Dated : 23rd July, 2013

OFFICE MEMORANDUM

Subject: Change in the Process of Civil Services Main Examination.

Please refer DoPT'S OM No. 13018/21/2012-AIS-I dated 17/06/2013 (copy enclosed) on the above cited subject.

2. As per instructions given in the said OM details of profile of services, duties and career prospects of Group "A" cadre are forwarded to post on the website of this office.

This issues with the approval of competent authority.

C. Maheshwaran
23/07/13

Dy. Controller General of Accounts

To

Sr. Accounts Officer,
ITD Section,
O/o CGA, M/o Finance
Lok Nayak Bhavan,
New Delhi.

Group A Cadre Administration
O/o Controller General of Accounts

Profile of the Service: Consequent upon Departmentalization of Accounts in 1976, a separate specialized Group 'A' Central Service, namely, Indian Civil Accounts Service was constituted in April, 1977. The introduction of Departmentalized Accounting System was considered a major administrative reform for the modernization of financial management in the Government of India.

The Officers of Indian Civil Accounts Service (ICAS) are selected through the combined Civil Services Examination conducted by UPSC.

The Controller General of Accounts (CGA) is the Head of the Indian Civil Accounts Service (ICAS) in the pay scale of Rs. 80000 (fixed). The Cadre Control of Indian Civil Accounts Service vests with the Department of Expenditure, Ministry of Finance.

Duties: As per the Allocation of Business Rules, 1961 the C.G.A is responsible for establishing and maintaining a technically sound accounting system in the Departmentalized Accounts Office and to prescribe general principles, systems and form of Government accounts.

The CGA on behalf of the Ministries and Departments liaises with the Budget Division and the Comptroller and Auditor General of India in accounting matters. His responsibilities include providing of necessary directions in accounting matters to the Ministries/Department and issuing general instructions about the system and form of accounts and procedures for accounting of receipts and payments.

In order to maintain the requisite technical standard of accounting in the Departmentalized Accounts Offices, he will have powers to inspect the offices,

and will be expected with his staff, to ensure that accounts are maintained accurately, comprehensively, and in a correct manner.

CGA is also responsible for ensuring timely and accurate rendition of accounting information to the concerned Ministries and Departments.

As cadre controlling authority the Controller General of Accounts is responsible for the human resource development including cadre management of Group 'A' and Group 'B' officers.

He further functions to coordinate and assist in introduction of Management Accounting system in the Civil Ministries/Departments.

Reconciliation of cash balances of the Union Government with the Reserve Bank of India, consolidation of Monthly Accounts of the Union Government as submitted by various Ministries and preparation of Annual Accounts viz. Appropriation and Finance Accounts are some other functions of the CGA under the Allocation of Business rules.

In the discharge of these functions, the CGA has the special responsibility for

- (i) Coordination with the Ministries in the administration and interpretation of Rules regarding Group 'C' and Group 'D' staff of the Central Civil Accounts Service;
- (ii) Holding of Departmental Examinations to maintain the requisite standard of technical expertise for accounting work in the Ministries and Departments;
- (iii) Revising Treasury Rules, Account Codes and provisions of General Financial Rules in so far as they relate to the form and system of accounts etc., and the use of the services of the Banks for collecting receipts and making payments.

The Civil Accounts Organization has also been entrusted by the Planning Commission with the task of monitoring the expenditure incurred

under Central Plan Schemes. **Central Plan Scheme Monitoring System** has been instituted by the CGA at the behest of Planning Commission. Under this initiative, financial releases made by the Central Government under the Plan Schemes are to be tracked up to the level of intended beneficiaries. A fair amount of progress has already been made in this regard.

Career Prospect: The method of recruitment, field of selection and the minimum qualifying service in the next lower grade for appointment of officers on promotion to duty posts included in the various grades of Indian Civil Accounts Service (Group 'A')

Sl.No	Name of Post/Grade Scale	Method of Recruitment	Field of Selection and the minimum qualifying service for promotion
1.	Junior Time Scale (Rs.15,600-39,100 Grade Pay Rs.5,400)	(i) 66.67% by direct recruitment on the basis of Civil Service Examination (ii) Remaining 33.33% by promotion in consultation with Union Public Service Commission	Senior Accounts Officer in Group 'B' of the Central Civil Accounts Serviced with 5 years' combined regular service as Senior Accounts Officer and Pay & Accounts Officer as on 1 st January of year.
2.	Senior Time Scale (15,600-39,100 Grad Pay Rs.6,600)	Promotion on selection basis	Officers in the Junior Time Scale with 4 years regular service in the grade
3.	Junior Administrative Grade (15,600-39,100	Promotion on selection basis	Officer in the Senior Time Scale with 5 years regular service in the

	Grade Pay Rs.7,600)		grade or nine years service in Group 'A'.
4.	Selection Grade (Non-functional) Junior Administrative Grade(NFSG) (Rs. 37,400-67,000 Grade Pay Rs.8,700	Appointment by Placement in the scale on the basis of seniority based on suitability.	Officers in the Junior Administrative Grade with 5 years regular service in the grade, provided that no member of the service shall be eligible for appointment to the selection grade until he has entered 14 th year of service on the 1 st of January of the year examination on the basis of which the member was recruited.
5.	Senior Administrative Grade (Rs. 37,400-67,000 Grade Pay Rs10,000	Promotion on selection basis	Officers in the Junior Administrative grade with 8 years regular service in the grade including service, if any, in the Selection Grade (Non-functional) of the Junior Administrative Grade
6.	Principal Chief Controller of Accounts (Rs.67,000-79,000)	Promotion on selection basis	Officers of the Senior Administrative Grade with 3 years of regular service in the grade as on 1 st January of the year.
7.	Additional Controller General of Accounts	Promotion on selection basis	Officers of the grade of Principal Chief Controller

	(Rs.75,500-80,000)		of Accounts
8.	Controller General of Accounts	Promotion on selection basis	Officers of the grade of Additional Controller General of Accounts having minimum of 2 years regular combined service in the scale of pay

No.13018/21/2012-AIS-I
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training

New Delhi, dated the 17th June, 2013.

Office Memorandum

Subject: Changes in the process of Civil Services Main Examination.

The undersigned is directed to refer to the subject cited above and to bring the following decisions of the Hon'ble PM to the notice:-

X /

(a) **Application form:** The Cadre Controlling Authorities of the Services participating in Civil Services Examination would be advised to post profile of the services, duties, career prospects, policy of cadre allocation, standard operating procedure for service allocation, etc. on their websites. A hyperlink would be provided to the DoPT's website. This aspect would be indicated in the advertisement to be issued for Civil Services Examination.

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(b) **Determination of inter-se-seniority:** Suitable instructions may be issued to all Cadre Controlling authorities by the DoPT to take into account the marks secured by the officer-trainees during training for determining inter-se seniority of a batch of a service.

2. It is requested that necessary action in this regard may be taken accordingly.

(Signature)
(Narendra Gautam)

Under Secretary to the Govt. of India

Tel.No.23093063

2608/21/CYA/AT
26.6.13

To
All Cadre Controlling Authorities
(as per list attached).

Group 'A' / 752
28th June 2013

For you
angelina
26/6/2013

please examine the
X and Y memo
and discuss.

ITD Secy
(can)

CGM
please send the
photo copy to
ITD Secy
for action on X