

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI-110 124

Notice

Subject: Inviting comments on the proposed amendments to the Recruitment Rules to the posts of General Manager, Manager Grade - II and Manager-cum-Accountant (Group 'B' posts) in IA&AD Departmental Canteens/Tiffin Rooms.

Indian Audit and Accounts Department proposes to amend Recruitment Rules (RRs) for Group 'B' posts of its Departmental Canteens/ Tiffin Rooms viz. General Manager (Grade Pay – Rs.4200/-), Manager Grade - II(Grade Pay – Rs.4200/-) and Manager-cum-Accountant (Grade Pay – Rs.4200/-). The proposed RR's containing draft Notification and Schedule given/posted below have been framed in accordance with the Model RR's, circulated by the DoP&T vide O.M. No. 3/2/2009-Dir.(C) dated 04.06.2014 as amended vide O.M. No. 3/2/2009-Dir.(C) dated 09.02.2015.

2. In terms of DoP&T OM No AB-1401 7/61/2008-Estt.(RR) dated 13.10.2015, draft Notification and Schedule have been uploaded to the website of the C&AG of India for comments on the proposed Notification and Schedule of Recruitment Rules from all stake holders in the following format:

Name of the Post	Serial No./Column No. of the proposed Notification/ Schedule of RR's.	Comments
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3. The comments as per the above format should reach by Speed Post to this office latest by 22.04.2016 on the below mentioned address.

Shri V. S. Jadon,
Director (Personnel),
O/o the C&AG of India,
9, Deen Dayal Upadhyay Marg
New Delhi- 110124.

MINISTRY OF FINANCE
(Department of Expenditure)

New Delhi,2016

NOTIFICATION

G.S.R. – In exercise of powers conferred by Clause (5) of Article 148 of the Constitution, and in suppression of the Indian Audit and Accounts Department (Group ‘C’ & Group ‘D’ Posts) Recruitment Rules, 2001, in so far as they relate to the Group ‘B’ (Non-Gazetted) posts of General Manager, Manager Grade – II and Manager-cum-Accountant, except as respects things done or omitted to be done before such suppression, the President, after consultation with the Comptroller and Auditor General of India hereby makes the following rules regulating the method of recruitment to the posts of General Manager, Manager Grade – II and Manager-cum-Accountant in the Departmental Canteens/ Tiffin Rooms in the Indian Audit and Accounts Department, namely:-

1. Short title and commencement – (1) These rules may be called the Indian Audit and Accounts Department, Departmental Canteens /Tiffin Rooms Group ‘B’ (Non-Gazetted) Posts Recruitment Rules, 2016.

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

2. Application – These rules shall apply to the posts specified in Column 1 of the Schedule annexed hereto.

3. Number of posts, classification and Pay Band with Grade Pay:- The number of the said posts, their classification and pay attached thereto shall be as specified in rows (2) to (4) of the Schedule.

4. Method of recruitment, age limit, qualification, etc.: The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in rows (5) to (13) of the aforesaid 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 post:

Provided that the Comptroller and Auditor General of India may, if satisfied 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, exempt any person from the operation of this rule.

7. Power to relax:- Where the Comptroller and 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.

8. Saving:- 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 and Other Backward Classes, Ex-service men and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

SCHEDULE

1. General Manager

Name of Post	Number of Posts	Classification	Pay Band & Grade Pay/Pay Scale	Whether Selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
General Manager	8* (2016) *Subject to variation dependent on work load	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial	Pay Band-2 Rs.9300-34800/- + Grade Pay Rs.4200/- Note:- The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.	Selection	Not Applicable

Educational and other qualifications required for direct recruits	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 and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
Not Applicable	Not Applicable	Not Applicable	Promotion, failing which by Deputation

In case of recruitment by promotion/deputation grades from which promotion/deputation to be made	If a departmental Promotion Committee exists, what is its composition	Circumstance in which the Union Public Service Commission to be consulted in making recruitment
(11)	(12)	(13)
<p>Promotion:- (in the case of Canteen Type 2A) Manager-cum-Accountant in Pay Band-2, Rs. 9300-34800 with grade pay Rs. 4200/- with three years of regular service in the grade. (in the case of Canteen Type 3A to 10A) Manager-cum-Accountant and Deputy General Manager in Pay Band-2, Rs. 9300-34800 plus grade pay Rs. 4200/- with three years of regular service in the grade. Note:- The eligibility list (in respect of Canteen Type 3A to 10A) for promotion shall be prepared with reference the date of completion of the prescribed qualifying service by the</p>	<p>Group 'B' Departmental Promotion Committee consisting of:-</p> <ol style="list-style-type: none"> 1. Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director in-charge of Administration Group. 2. Another Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy 	<p>Consultation with Union Public Service Commission not necessary.</p>

officers in their respective grade or posts.

Note 1:- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be 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 of promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2:- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st day of January 2006 or the date from which the revised pay structure based on the Sixth Central Pay commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission.

Deputation:-

Officials of the Central Government

a)

(i) Holding analogous posts on regular basis in the parent cadre or department; or

b) Possessing the following educational qualifications and experience:

(i) Bachelor's degree in commerce or Business studies or Economics or Public administration from a recognised University or Institute.

(ii) Three(3) years experience in administration and management of the Departmental Canteen.

Note 1:- The Departmental official in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for appointment by promotion.

Note 2.- The period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not exceed three years.

The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 3.- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Director (from an office other than the one in which promotions are to be considered).

3. A Senior Audit Officer or Senior Accounts Officer or Audit Officer or Accounts Officer.

The senior amongst (1) and (2) above shall be the Chairperson.

2. Manager Grade - II

(1)	(2)	(3)	(4)	(5)	(6)
Manager Grade-II	25*(2016) *Subject to variation dependent on work load	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial.	PB-2, Rs.9300-34,800 + Grade Pay Rs.4200/- Note:- The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.	Selection	30 Years (Relaxable for Government servant upto five years in accordance with the instructions or orders issued by the Central Government). Note:- The Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing dated prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andman Nicobar Island or Lakshadweep).

(7)	(8)	(9)
<p>Essential:-</p> <p>(i) Bachelor's Degree in Commerce or Business studies or Economics or Public administration from a recognised University or Institute.</p> <p>(ii) Two years experience in Account work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organisation.</p> <p>Note 1:- Qualifications are relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2:- Qualifications regarding experience is/are relaxable at the discretion of the Comptroller and Auditor-General of India, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Comptroller and Auditor-General of India is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	No	Two years for Direct Recruits and Promotees

(10)	(11)	(12)	(13)
Promotion, failing which by Deputation failing both by Direct Recruitment	<p>Promotion: Assistant Manager-cum-Store-keeper in the pay band-1, Rs. 5200-20,200 plus Grade Pay Rs. 2400/- with ten(10) years of regular service in the grade.</p> <p>A mandatory training of four weeks on Managerial Skills for Canteen Manager, to be organised by the concerned organization in consultation with Institutes of Hotel Management under the Ministry of Tourism or any other recognized Institutes of Hotel Management and</p>	<p>Group 'B' Departmental Promotion Committee consisting of:-</p> <p>1. Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director in-charge of Administration Group.</p>	Consultation with Union Public Service Commission not necessary.

<p>Catering.</p> <p>Note:- The eligibility service for promotion to the post of Manager Grade II shall be five years for persons holding the feeder posts of Assistant Manager-cum-Store-keeper on regular basis on the date of notification of these rules.</p> <p>Note 1:- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be 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 their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2:- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st day of January 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission.</p> <p>Deputation:- Officials of the Central Government</p> <p>a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years in the grade rendered after appointment thereto on a regular basis in posts in pay band-1, Rs. 5200-20200/- with grade pay Rs. 2800/- or equivalent in the parent cadre or Department; or</p> <p>(i) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in the pay band-1, Rs. 5200-20200 plus grade pay Rs. 2400/- or equivalent in the parent cadre or Department; and</p> <p>b) possessing the educational qualifications and experience prescribed for direct recruitment under column 7.</p> <p>Note 1:- 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 and similarly,</p>	<p>2. Another Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director (from an office other than the one in which promotions are to be considered).</p> <p>3. A Senior Audit Officer or Senior Accounts Officer or Audit Officer or Accounts Officer.</p> <p>The senior amongst (1) and (2) above shall be the Chairperson.</p> <p>Group 'B' Departmental Confirmation Committee consisting of:-</p> <p>1. Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director in-charge of Administration Group.</p> <p>2. Another Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director (from an office other than the one in which confirmations are to be considered).</p> <p>3. A Senior Audit Officer or Senior Accounts Officer or Audit Officer or Accounts Officer.</p> <p>The senior amongst (1) and (2) above shall be the Chairperson.</p>	
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	<p>deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2.- The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3.- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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3. Manager-cum-Accountant

(1)	(2)	(3)	(4)	(5)	(6)
Manager-cum-Accountant	21*(2016) *Subject to variation dependent on work load	General Central Service (Group 'B') Non-Gazetted, Non-Ministerial	PB-2, Rs.9300-34,800 + Grade Pay Rs.4200/-. Note:- The incumbents of the post shall be entitled to draw Special Allowance at such rates as may be decided by the Government from time to time.	Selection	30 Years (Relaxable for Government servant upto five years in accordance with the instructions or orders issued by the Central Government). Note:- The Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing dated prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangti sub-division of Chamba District of Himachal Pradesh, Andman Nicobar Island or Lakshadweep).

(7)	(8)	(9)	(10)
<p>Essential:-</p> <p>(i) Bachelor's Degree in Commerce or Business studies or Economics or Public administration from a recognised University or Institute.</p> <p>(ii) Two years experience in Accounts work in any Government office or Public Sector Undertaking or Autonomous or Statutory Organisation.</p>	No	Two Years for direct recruits and promotees	Promotion failing which by deputation failing both by direct recruitment.

<p>Note 1:- Qualifications are relaxable at the discretion of the Comptroller and Auditor-General of India for reasons to be recorded in writing in case of candidates otherwise well qualified.</p> <p>Note 2:- Qualifications regarding experience is/are relaxable at the discretion of the Comptroller and Auditor-General of India, in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection, the Comptroller and Auditor-General of India is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>			
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(11)	(12)	(13)
<p>Promotion: Assistant Manager-cum-Store-keeper in the pay band-1, Rs. 5200-20,200 plus Grade Pay Rs. 2400/- with ten(10) years of regular service in the grade.</p> <p>A mandatory training of four weeks on Managerial Skills for Canteen Manager, to be organised by the concerned organizations in consultation with Institutes of Hotel Management under the Ministry of Tourism or any other recognized Institutes of Hotel Management and Catering.</p> <p>Note:- The eligibility service for promotion to the post of Manager-cum-Accountant shall be five years for persons holding the feeder posts of Assistant Manager-cum-Store-keeper on regular basis on the date of notification of these rules.</p> <p>Note 1:- Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be 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 their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 2:- For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st day of January 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the pay Commission.</p> <p>Deputation:- Officials of the Central Government</p>	<p>Group 'B' Departmental Promotion Committee consisting of:-</p> <ol style="list-style-type: none"> 1. Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director in-charge of Administration Group. 2. Another Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director (from an office other than the one in which promotions are to be considered). 3. A Senior Audit Officer or Senior Accounts Officer or Audit Officer or Accounts Officer. <p>The senior amongst (1) and (2) above shall be the Chairperson.</p> <p>Group 'B' Departmental Confirmation Committee consisting of:-</p> <ol style="list-style-type: none"> 1. Senior Deputy Accountant 	<p>Consultation with Union Public Service Commission not necessary.</p>

<p>a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) With six(6) years in the grade rendered after appointment thereto on a regular basis in posts in pay band-1, Rs. 5200-20200/- with grade pay Rs. 2800/- or equivalent in the parent cadre or Department; or</p> <p>(iii) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in the pay band-1, Rs. 5200-20200 plus grade pay Rs. 2400/- or equivalent in the parent cadre or Department; and</p> <p>b) possessing the educational qualifications and experience prescribed for direct recruitment under column 7.</p> <p>Note 1:- 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 and similarly, deputationists shall not be eligible for appointment by promotion.</p> <p>Note 2.- The 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 or Department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3.- For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the recommendation of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>	<p>General or Director or Deputy Accountant General or Deputy Director in-charge of Administration Group.</p> <p>2. Another Senior Deputy Accountant General or Director or Deputy Accountant General or Deputy Director (from an office other than the one in which confirmations are to be considered).</p> <p>3. A Senior Audit Officer or Senior Accounts Officer or Audit Officer or Accounts Officer.</p> <p>The senior amongst (1) and (2) above shall be the Chairperson.</p>	
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The principal rules were notified in Gazette of India, Part II Section 3(i) vide Vide GSR No. 375 dated 04.07.2001.