

रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171  
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सं./No. AN/1C/727/DE/Prom/Vol-X

दिनांक/Date: 23/01/2026

**महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR No.- 09**

सेवा में/ To ,

**The Officers-in-charge**

1. All Sections of MO CDA Guwahati
2. All Sub-Offices of CDA Guwahati

विषय/Sub.: **Inviting Comments on the Proposed Recruitment Rules for the Post of Assistant Accounts Officer (AAO) (Level-8 in Pay Matrix).**

संदर्भ/ Ref.: **CGDA HQrs Notice No. AN/VIII/8201/2/RRs AAO/2024/Vol-I dated 15/01/2026.**

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CGDA HQrs Notice dated 15/01/2026 cited under reference, regarding inviting comments on the proposed Recruitment Rules for the post of Assistant Accounts Officer, is enclosed herewith for information and necessary action by all concerned.

2. In this connection, all eligible stakeholders (individuals) are requested to forward their comments to this section through email at [cdaguwadmin1c.dad@hub.nic.in](mailto:cdaguwadmin1c.dad@hub.nic.in) on or before **05/02/2026** for onward transmission to **CGDA HQrs** for revision of the aforementioned **Recruitment Rules**.

**CDA has seen.**

संलग्नक- यथोपरि।

**Enclo.: As above.**

  
(जे. बी. बाक / J. B. Buq)

उप. नियंत्रक (प्रशा) / Dy. Controller (AN)



रक्षा लेखा महानियंत्रक कार्यालय  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
**Controller General of Defence Accounts**  
Ulan Batar Road, Palam, Delhi Cantt.- 110010

विकसित भारत  
अभियान

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Phone: 011-25665708

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e-mail: [hqadmin8.dad@hub.nic.in](mailto:hqadmin8.dad@hub.nic.in)

No. AN/VIII/8201/2/RRs AAO/2024/Vol-I

Dated: 15/01/2026

**NOTICE**

**Subject:** Inviting Comments on the Proposed Recruitment Rules for the Post of Assistant Accounts Officer (AAO) (Level-8 in Pay Matrix)

Consequent upon publication of Recruitment Rules for the post of Sr. Accounts Officer vide SRO no. 34 dated 24.06.2024, to enable the promotion of AAOs promoted after 24.06.2024 to the grade of SAO, Defence Accounts Department proposes to revise the Recruitment Rules (RRs) for the post of Assistant Accounts Officer (AAO) (Level-8 in Pay Matrix: ₹47,600 – ₹1,51,100). The proposed RR, containing the draft Notification and Schedule, have been framed in accordance with the instructions issued by the Department of Personnel and Training (DoP&T).

2. In terms of DoP&T O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, the draft Notification and Schedule are being uploaded on the CGDA website for comments from all stakeholders (individual).

3. Comments may be sent by Speed Post or e-mail to [hqadmin8.dad@hub.nic.in](mailto:hqadmin8.dad@hub.nic.in) within 30 days from the date of uploading of this notice on the website.

4. In case no comments are received by the last date, the Department will proceed further to take necessary action for the revision of the aforementioned Recruitment Rules.

**Encl:** As above.

24/3/26  
15/1/26  
(Sandeep Sheoran)

Sr. ACGDA (AN)

**To**

**All Stakeholders**

[through CGDA Website]

**Copy to:**

1. **IT&S Wing:** for uploading the same on website of the department.
2. **AN-SAS (Local):** for submission of their views/comments on the draft Notification and Schedule.
3. **AN-6 (Local):** for obtaining comments of Associations on the draft Notification and Schedule

-sd-  
(Sandeep Sheoran)

Sr. ACGDA (AN)

[ TO BE PUBLISHED IN THE GAZETTE OF  
INDIA, PART II, SECTION 4 ]

Government of India  
Ministry of Defence  
(Finance Division)

New Delhi, the ..... 2025

**NOTIFICATION**

S.R.O. \_\_\_\_\_.- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Defence Accounts Department (Assistant Accounts Officer) Recruitment Rules, 2015 and Defence Accounts Department (Assistant Accounts Officer) Recruitment (Amendment) Rules 2017, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Accounts Officer in the Defence Accounts Department, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Defence Accounts Department, Assistant Accounts Officer (Group 'B') Recruitment Rules, 2025.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Application.**- These rules shall apply to the post(s) specified in column (1) of the schedule annexed to these rules.
3. **Number of post, classification and level in pay matrix.** -The number of post, its classification and level in the pay matrix thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.
4. **Method of recruitment, age limit, qualification etc..** - The method of recruitment to the said post, age limit, qualifications and other matters related to the said post shall be as specified in column (5) to (13) of the said Schedule.
5. **Disqualifications.** - 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 Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such 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.

6. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Schedules Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-serviceman and any other special categories of persons in accordance with orders issued by the Government from time to time in this regard.

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**SCHEDULE**

Name of post	Number of posts	Classification	Level in pay matrix	Whether selection or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Assistant Accounts Officer	3720 (2025)  *Subject to variation dependent on workload	General Central Services, (Group 'B') Gazetted, Non-Ministerial.	Level- 8 in the pay matrix (Rs 47600 -151100)  Note: Non-functional upgradation in Level-9 in the pay matrix (Rs.53100-167800) on completion of four years of regular service in level-8 in the pay matrix (Rs.47600-151100) as per this office circular No. AN/XIV/14162/7th CPC/Vol-II dated 13.11.2020.	Selection	Not exceeding 30 years (Relaxable for Government servants up to five years in accordance with the instruction or orders issued by the Central Government )  Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational & 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/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
<p>Essential :</p> <p>Bachelor's Degree from a recognized University.</p> <p>Desirable :</p> <p>Commerce Graduate or ICWA or CA or CS from a recognized Institutes or Organization.</p> <p>Note 1 : Qualifications are relaxable at the discretion of the Staff Selection Commission, for the reasons to be recorded in writing in the case of candidates otherwise well qualified.</p>	<p>Not applicable</p>	<p>Two years for direct recruits and Group C promotees.</p> <p>Note-1: No probation for Group 'B' Promotees.</p> <p>Note-2: All direct recruits shall be required to undergo a mandatory training of two weeks' duration at the Regional Training Centre or at any other recognized institution, such as the Institute of Secretariat Training &amp; Management, the National Institute of Financial Management etc. as may be prescribed by the Department.</p>	<p>By promotion, failing which by deputation/absorption failing both by direct recruitment.</p> <p><b>Note 1:</b> The direct recruits will be selected on the basis of an entrance examination conducted by the Staff Selection Commission.</p> <p><b>Note 2:</b> Direct recruits will be appointed as Assistant Accounts Officer on probation for a period of two years. During the period of probation the officer shall have to qualify the "Subordinate Accounts Service Examination" for confirmation and regular appointment as Assistant Accounts Officer.</p>

In case of recruitment by promotion or deputation\ absorption, grades from which promotion or deputation \ absorption to be made.	If a Departmental promotion Committee/ Departmental Confirmation Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(11)	(12)	(13)
<p><b>PROMOTION:-</b></p> <p>Departmental candidates who have successfully completed probation period wherever prescribed and possessing the eligibility service provided hereunder shall be considered for promotion on basis of "Subordinate Accounts Service examination" conducted by the Controller General of Defence Accounts or any authority specified by him:</p> <p>1. Private Secretaries in level-7 in the pay matrix (Rs.44900-142400) with one year of regular service in the grade.</p> <p>2. Senior Auditors in level-6 in the pay matrix</p>	<p><b>Departmental Promotion Committee for considering the promotion consisting of :-</b></p> <p>For the office of the Controller General of Defence Accounts Head Quarters:-</p> <p>(1) Sr. Joint Controller General of Defence Accounts/ Joint Controller General of Defence Accounts (Administration)- Chairman</p> <p>(2) Sr. Deputy Controller General of Defence Accounts or Deputy Controller General of Defence Accounts - Member</p> <p>(3) Sr. Assistant Controller General of Defence Accounts or Assistant Controller General of Defence Accounts - Member</p> <p>For Offices other than the Controller General of Defence Accounts Head Quarters:-</p> <p>(1) Principal Controller of Defence Accounts or</p>	<p>Consultation with Union Public Service Commission is necessary while making Direct Recruitment and appointing an officer on Deputation/Absorption.</p>

<p>(Rs.35400-112400) with three years of regular service in the grade.</p> <p>3. Senior Translation Officers in level-7 in pay matrix (Rs.44900-142400) with one year of regular service in the grade.</p> <p>4. Data Entry Operator (C) in level-6 in the pay matrix (Rs.35400-112400) with three years of regular service in the grade.</p> <p>5. Librarian Grade-III in level-6 in the pay matrix (Rs.35400-112400) with three years of regular service in the grade.</p> <p><b>Note 1:</b> The candidates who have cleared the Subordinate Accounts Service Part-I Examination and are eligible to appear in the Subordinate Accounts Service Part-II Examination as per existing guidelines will not be impacted by these rules, subject to clearing the SAS Part-II examination in two special chances that will be accorded to them.</p>	<p>Controller of Defence Accounts - Chairman</p> <p>(2) Additional Controller of Defence Accounts or Joint Controller of Defence Accounts - Member</p> <p>(3) Deputy Controller of Defence Accounts or Assistant Controller of Defence Accounts (Administration) - Member</p> <p><b>Departmental Confirmation Committee for considering confirmation consisting of :-</b></p> <p>For the office of the Controller General of Defence Accounts Head Quarters:-</p> <p>(1) Sr. Joint Controller General of Defence Accounts/ Joint Controller General of Defence Accounts (Administration) - Chairman</p> <p>(2) Sr. Deputy Controller General of Defence Accounts or Deputy Controller General of Defence Accounts - Member</p> <p>(3) Sr. Assistant Controller General of Defence Accounts or Assistant Controller General of Defence Accounts - Member</p> <p>For Offices other than the Controller General of Defence Accounts Head Quarters:-</p> <p>(1) Principal Controller of Defence Accounts or</p>	
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**Note 2:** Eligible existing candidates shall be granted one special opportunity to appear in the Departmental SAS Part-I Examination and two opportunities to appear in the SAS Part-II Examination for promotion to the post of Assistant Accounts Officer (AAO).

**Deputation/Absorption**

- (i) Assistant Accounts Officer or Subordinate Accounts service Examination passed staff from any other accounts office under Central Government; or
- (ii) Assistant Audit Officer or Subordinate Audit Service Examination passed staff from any other audit office under Central Government ;or
- (iii) Officials holding analogous post(s) under unorganized Accounts Cadre of Central Government, who have qualified Subordinate Accounts service or any equivalent examination.

**Note-1:** The period of deputation including the period of deputation in another ex-cadre post held

- Controller of Defence Accounts - Chairman
- (2) Additional Controller of Defence Accounts or Joint Controller of Defence Accounts - Member
- (3) Deputy Controller of Defence Accounts or Assistant Controller of Defence Accounts (Administration) - Member

immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation or absorption shall not be exceeding 56 years as on closing date of receipt of applications.

**Note-2 : 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, the deputationist shall not be eligible for consideration for appointment by promotion.**

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Joint Secretary and Additional Financial Advisor

Note:- The principal rules were published in the Gazette of India, Part II, Section 4 vide number S.R.O. 34 dated 1st September 2015 published on 19th September ,2015 and further amendments were issued vide S.R.O.28 dated 19 May,2018 published on 19 May,2018.