

**PROPOSED RECRUITMENT RULES - ASSISTANT ACCOUNTS OFFICER**

1	2	3	4	5	6	7	8
Name of post	Number of Posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
Assistant Accounts Officer	16* (2019) *subject to variation dependent on work-load.	General Central Service Group 'B' Gazetted	Pay Level-7 (44900-142400)	Selection	Not applicable	Not applicable	Not applicable

9	10	11	12	13
Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods	In case of recruitment by promotion / deputation/absorption, grade from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstance in which UPSC is to be consulted in making recruitment
Nil	<b>By Promotion</b>	<b><u>By promotion:</u></b> Accountant with 5 years' regular service in the grade rendered after appointment thereto on a regular basis.	<b><u>Group 'B' Departmental Promotion Committee consisting of :-</u></b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (Pers.) - Member	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.

Forms to be used by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the UPSC for amendment to approved Recruitment Rule

1. (a) Name of the post : Assistant Accounts Officer  
(b) Name of the Ministry/Department : Ministry of Defence, Canteen Stores Department
2. Reference No. in which Commission's Advice on Recruitment Rules was conveyed: Not applicable
3. Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed duly flagged and reference : SRO No.64 dated 15<sup>th</sup> Feb 1979 Published in Gazette of India Part II Section IV.
- 4.

Col No.	Provision in the Approved Rules	Revised Provision Proposed	Reasons for the revision proposed
1	Assistant Account Officer	Assistant Accounts Officer	No Change proposed
2	7* (1979) *subject to variation dependent on work-load	16* (2019) * subject to variation dependent on work-load.	No. of posts were raised to 16 by creation, relevant order at Appx. I,II & III.
3	General Central Service Group 'B' Gazetted	General Central Service Group 'B' Gazetted	No Change proposed
4	650-30-740-30-810-EB-35-880-40-1000-EB-40-1200	Pay Level-7 (44900-142400)	Pay Scale as per 7CPC.
5	Selection	Selection	No Change proposed
6	Not applicable	Not applicable	No Change proposed.
7	Not applicable	Not applicable	No Change proposed.
8	Not applicable	Not applicable	No Change proposed.
9	2 years	Nil	Since the promotion is within the same group (i.e. Group 'B'), probation is not required.
10	By promotion	By promotion	No Change proposed.
11	<b>By promotion:</b> Accountant with 5 years' regular service in the grade rendered after appointment thereto on a regular basis.	<b>By promotion:</b> Accountant with 5 years' regular service in the grade rendered after appointment thereto on a regular basis.	No Change proposed.
12	Group 'B' DPC consisting of the following :- <b>Chairman :</b> Joint Secretary (O), Ministry of Defence. <b>Members :</b> General Manager and Chairman/Deputy General Manager (Adm) and vice Chairman, Board of Administration. Rep. Army Rep. Navy Rep. Air Force DFA (Q) Secretary Board of Control Canteen Services.	<b>Group 'B' Departmental Promotion Committee consisting of :-</b>  1. Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman 2. Deputy General Manager (CSD Cadre) - Member 3. Asst. General Manager (Pers.), CSD - Member	Since the existing composition was large in size and representatives of Tri-services is not considered necessary for appointment to Group 'B' civilian post, the composition has been restricted to 03 members.
13	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.	No Change proposed.

\* Columns No. in the existing RR and proposed RR varies because in the existing RR there are 14 columns and in the proposed RR there are only 14 column. Proposed RR is based on the model RR issued by DoP&T in which there are only 13 columns. (Col. No. 1 with the title "Sl. No." has been deleted)

5. Names, Addresses and Telephone Numbers of the Ministry's representative with whom : Shri Irsad Alam, Under Secretary (D-Mov), MoD, Sena Bhavan, New Delhi  
these proposals may be discussed, if necessary, for clarification / early decision.

Signature of the officer sending the proposals.

Date :

Place : Mumbai

**PROPOSED RECRUITMENT RULES – ACCOUNTANT**

1	2	3	4	5	6	7	8
Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
Accountant	44* (2019) *subject to variation dependent on work-load.	General Central Service Group 'B' Non-Gazetted	Pay Level-6 (35400-112400)	Selection	Not applicable	Not applicable	Not applicable

9	10	11	12	13
Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods	In case of recruitment by promotion /deputation/absorption, grade from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstance in which UPSC is to be consulted in making recruitment
2 years	By promotion failing which by deputation	<b><u>By Promotion:-</u></b>  UDC having five years regular service in the Grade, subject to passing a departmental test  <b><u>Transfer on deputation:</u></b>  SAS Accountants or SAS passed clerks from any of the organized Accounts Department e.g. Indian Audit and Accounts Department, Indian Railway Accounts Department, Indian Department And Indian Civil Accounts Department. (Period of deputation shall ordinarily not exceed 3 years).	<b><u>Group 'B' Departmental Promotion Committee consisting of :-</u></b>  1 Joint General Manager and Vice Chairman, - Chairman Board of Administration/JGM-II 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (Pers.), CSD - Member	Consultation with the Union Public Service Commission not necessary unless it is intended to relax at any time, provisions of recruitment rules.

Forms to be used by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the UPSC for amendment to approved Recruitment Rule

1. (a) Name of the post : Accountant  
(b) Name of the Ministry/Department : Ministry of Defence, Canteen Stores Department
2. Reference No. in which Commission's Advice on Recruitment Rules was conveyed : Not applicable
3. Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed duly flagged and reference : SRO No.64 dated 19 Feb 1979 Published in Gazette of India Part II Section IV.
- 4.

Col No.	Provision in the Approved Rules	Revised Provision Proposed	Reasons for the revision proposed
1	Accountant	Accountant	No Change proposed
2	21* (1979) *subject to variation dependent of work-load	44* (2019) *subject to variation dependent on work-load	No. of posts were raised to 44 creation, relevant order at Appx. IV to VIII.
3	General Central Service Group 'B' Non-Gazetted	General Central Service Group 'B' Non-Gazetted	No Change proposed.
4	500-20-700-EB-25-900	Pay Level-6 (35400-112400)	Pay Scale as per 7 <sup>th</sup> CPC
5	Selection	Selection	No Change proposed
6	Not applicable	Not applicable	No Change proposed
7	Not applicable	Not applicable	No Change proposed
8	Not applicable	Not applicable	No Change proposed
9	2 years	2 years	No Change proposed
10	By promotion, failing which by transfer on deputation	By promotion, failing which by transfer on deputation	No Change proposed
11	<b>Promotion :</b> Persons working in the Canteen Stores Department holding ministerial posts in the scale of Rs. 330-560 with 3 years regular service in the respective grade and in higher posts subject to passing a departmental test. <b>Transfer on deputation :</b> SAS Accountants or SAS passed clerks from any of the organised Accounts Department e.g. Indian Audit and Accounts Department, Indian Railway Accounts Department, Indian Defence Accounts Department, Indian Posts and Telegraphs Financed and Accounts Department And Indian Civil Accounts Department. (Period of deputation shall ordinarily not exceed 3 years)	<b>By Promotion:-</b> UDC having five years regular service in the Grade, subject to passing a departmental test. <b>Transfer on deputation:</b> SAS Accountants or SAS passed clerks from any of the organized Accounts Department e.g. Indian Audit and Accounts Department, Indian Railway Accounts Department, Indian Department And Indian Civil Accounts Department. (Period of deputation shall ordinarily not exceed 3 years).	As per DoP&T guidelines.
12	Group 'B' DPC consisting of the following :- <b>Chairman :</b> Joint Seretary (O), Ministry of Defence. <b>Member :</b> General Manager and Chairman/Deputy General Manager (Adm) and vice Chairman, Board of Administration. Rep. Army Rep. Navy Rep. Air Force DFA (Q) Secretary Board of Control Canteen Services.	<b>Group 'B' Departmental Promotion Committee consisting of :-</b> 1 Joint General Manager and Vice Chairman, - Chairman Board of Administration/JGM-II 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (Pers.), CSD - Member	Since the existing composition was large in size and representatives of Tri-services is not considered necessary for appointment to Group 'B' civilian post, the composition has been restricted to 03 members.
13	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.	No Change proposed.

\* Columns No. in the existing RR and proposed RR varies because in the existing RR there are 14 columns and in the proposed RR there are only 14 column. Proposed RR is based on the model RR issued by DoP&T in which there are only 13 columns. (Col. No. 1 with the title "Sl. No." has been deleted)

5. Names, Addresses and Telephone Numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification / early decision. : Shri Irsad Alam, Under Secretary (D-Mov), MoD, Sena Bhavan, New Delhi

Date :

Place : Mumbai

Signature of the officer sending the proposals.

**PROPOSED RECRUITMENT RULES - ASSISTANT MANAGER**

1	2	3	4	5	6	7	8
Name of post	Number of posts	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees
Assistant Manager	34* (2019) *subject to variation dependent on work-load.	General Central Service Group 'B' Gazetted	Pay Level-07 (44900-142400)	Selection	Not applicable	Not applicable	Not Applicable

9	10	11	12	13
Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the post to be filled by various methods	In case of recruitment by promotion /deputation/absorption, grade from which promotion / deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstance in which UPSC is to be consulted in making recruitment
2 years	By Promotion - 100% (from Office Supdt., Steno Gde-I & Store Supervisor Gde-I possessing a Degree from a recognized University).  i) 50 % from (Office Cadre) ii) 40% from (Stores Cadre) iii) 10% from (Steno Cadre)	<b><u>By promotion:</u></b>  i) Five years regular Service in the Grade as Office Supdt..  ii) Five years regular service in the Grade as Store Supervisor Gde-I.  iii) Five years regular service in the Grade as Steno Gd-I.	<b><u>Group 'B' Departmental Promotion Committee consisting of :-</u></b>  1 Joint General manager and Vice Chairman, Board of Administration/Joint Gen. Manager-II - Chairman 2 Deputy General Manager, CSD (Cadre) - Member 3 Asst. General Manager (Pers.), CSD - Member	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax provisions of recruitment rules.

- Note:
- i) Office Cadre – Supdt & SGC (Combined Auth-**129**)  $129/258 \times 100 = 50 \%$   
Stores Cadre – SK-I & SK-II (Combined Auth-**104**)  $104/258 \times 100 = 40.31 \%$   
Steno Cadre – Steno Grade-I & II (Combined Auth-**25**)  $25/258 \times 100 = 9.68 \%$
  - ii) Ratio is to be calculated based on the total authorization of each feeders grade.

Forms to be used by the Ministry/Department while forwarding proposals to the Department of Personnel & Training and the UPSC for amendment to approved Recruitment Rule

1. (a) Name of the post : Assistant Manager  
(b) Name of the Ministry/Department : Ministry of Defence, Canteen Stores Department
2. Reference No. in which Commission's Advice on Recruitment Rules was conveyed: Not applicable
3. Date of notification of the original rules and subsequent amendments (copy of the original rules and subsequent amendments should be enclosed duly flagged and reference : SRO No.64 dated 15<sup>th</sup> Feb 1979 Published in Gazette of India Part II Section IV and subsequent amended vide Order SRO. 279 dated 15<sup>th</sup> Sept' 1980.
- 4.

Col No.	Provision in the Approved Rules	Revised Provision Proposed	Reasons for the revision proposed
1	Assistant Manager	Assistant Manager	No change proposed
2	28* (1979) *subject to variation dependent on work-load	34* (2019) *subject to variation dependent on work-load	No. of posts were raised to 34 by creation, relevant order at appx. IX to XIII.
3	General Central Service Group 'B' Gazetted	General Central Service Group 'B' Gazetted	No change proposed
4	650-30-740-35-880-EB-40-960	Pay Level-07 (44900-142400)	Pay Scale as per 7 CPC
5	Selection	Selection	No change proposed
6	Not applicable	Not applicable	No change proposed
7	Not applicable	Not applicable	No change proposed
8	Not applicable	Not applicable	No change proposed
9	2 years	2 years	No change proposed
10	By Promotion	By Promotion - 100% <b>from Office Supdt., Steno Gde-I &amp; Store Supervisor Gde-I possessing a Degree from a recognized University.</b> i) 50 % from (Office Cadre) ii) 40% from (Stores Cadre) iii) 10% from (Steno Cadre)	As per DoP&T guidelines to fix quota, if there are more than one feeder grade.
11	<b>By promotion:</b> i) SK-I with 3 years regular service or 6 years in SK-I and SK-II combined together.  ii) 3 years regular service as Superintendent failing which 8 years regular service in the grade of Supdt & SGC / SG Steno-II  Amended vide Order SRO. 279.	<b>By promotion:</b> i) Five years regular Service in the Grade as Office Supdt.. ii) Five years regular service in the Grade as Store Supervisor Gde-I. iii) Five years regular service in the Grade as Steno Gd-I.	As per DoP&T OM No. AB 14017/61/2008-Estt. (RR) dt. 24.03.2009 and dt. 12.3.2010, stipulating 5 years service in pay level 6 for promotion to pay level-7.
12	Group 'B' DPC consisting of the following :- <b>Chairman</b> Joint Seretary (O), Ministry of Defence. <b>Member :</b> General Manager and Chairman/Deputy General Manager (Adm) and vice Chairman, Board of Administration. Rep. Army Rep. Navy Rep. Air Force DFA (Q) Secretary Board of Control Canteen Services.	<b>Group 'B' Departmental Promotion Committee consisting of :-</b>  1 Joint General manager and Vice Chairman, Board of Administration/Joint General Manager-II - Chairman  2 Deputy General Manager, CSD (Cadre) - Member  3 Asst. General Manager (Pers.), CSD - Member	Since the existing composition was large in size and representatives of Tri-services is not considered necessary for appointment to Group 'B' civilian post, the composition has been restricted to 03 members.
13	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax provisions of recruitment rules.	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax provisions of recruitment rules.	No change proposed

\* Columns No. in the existing RR and proposed RR varies because in the existing RR there are 14 columns and in the proposed RR there are only 14 column. Proposed RR is based on the model RR issued by DoP&T in which there are only 13 columns. (Col. No. 1 with the title "Sl. No." has been deleted)

5. Names, Addresses and Telephone Numbers of the Ministry's representative with whom these proposals may be discussed, if necessary, for clarification / early decision. : Shri Irshad Alam Under Secretary (D-Mov), MoD, Sena Bhavan, New Delhi

Date :

Place : Mumbai

Signature of the officer sending the proposals.

**PROPOSED RECRUITMENT RULE – OFFICE SUPERINDENTANT**

Name of Post	No. of Post	Classification	Level in the Pay Matrix (as per 7 <sup>th</sup> CPC)	Whether Selection post or non selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Office Superintendent	<b>129*</b> (2019)  (Supdt-51+SGC-78) *Subject to variation dependent on work-load	General Central Service Group 'B' Non-Gazetted (Ministerial)	Pay Level-06  (35400- 112400 )	Selection	Not applicable	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promottee	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ transfer, grades from which promotion deputation/transfer to be made	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)	(14)
Not Applicable	Not Applicable	2 years	<b>By promotion:</b>  i) 50% Seniority cum fitness.  ii) 50% Departmental Examination.	<b>By Promotion :</b>  1. 50% by promotion on seniority cum fitness basis from eligible UDCs having 10 years regular service.  2. 50% of vacancies shall be filled up from amongst UDCs who have rendered five years regular service in the grade on the basis of passing of Departmental written test.  3. Inter-se-seniority will be maintained irrespective of the position of the individual after qualifying in the Departmental Test.  4. The eligibility list drawn in respect of 50% vacancies based on the Departmental Test shall be restricted to the zone of consideration and will be valid for one year.	<b>Group 'C' Departmental Promotion Committee consisting of :-</b>  1 Joint General Manager and Vice Chairman, Board of Administration/JGM-II - Chairman 2 Deputy General Manager (CSD Cadre) - Member 3 Asst. General Manager (Pers.) - Member	Consultation with the Union Public Service Commission is not necessary unless it is intended to relax at any time provision of the recruitment rules.