

DELHI ADMINISTRATION ACCOUNTS SERVICE(GRADE II)RULES, 1982

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SCHEDULE 1 :- S A S ACCOUNTANTS/JUNIOR ACCOUNTS OFFICERS (GRADE II)

DELHI ADMINISTRATION ACCOUNTS SERVICE (GRADE II) RULES, 1982

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PART 1

GENERAL

1. Short title and commencement :-

(i) These rules may be called the Delhi Administration Accounts Service (Grade) Rules, 1982.

(ii) They shall come into force with effect from the date of their publication in the Official Gazette.

2. Definitions :-

In these rules, unless the context otherwise requires

(a) "Administration" means the Delhi Administration.

(b) "Administrator" means the Administrator of Delhi appointed by the President under article 239 of the Constitution.

(c) "Appointing Authority" means the Secretary.

(d) "Cadre" means the group of posts specified in the Schedule.

(e) "Chief Secretary" means the Chief Secretary of the Administration.

(f) "Commission" means the Union Public Service Commission.

(g) "Departmental Officer" means the officer of the Administration who have passed SAS Examination.

(h) "Duty post" means any post specified in the Schedule and any other temporary or permanent post declared as such by the Administrator from time to time. Any duty post may be excluded

from the Cadre by the Administrator from time to time.

(i) "Finance Department" means the Finance Department of the Administration.

(j) "Grade" means any of the grades specified in rule 3(2).

(k) "Institute" means the Northern Zonal Accountancy Training Institute, Jammu or any other department of Delhi Administration which provides training in SAS in the Union Territory of Delhi.

(l) "Member of the Service" means a person appointed in a substantive capacity in either grade under provisions of rule 5 or 7 and includes a person appointed on probation.

(m) "SAS Examination" means the Subordinate Accounts Service Examination held by the Comptroller and Auditor General of India or the Departmental Examination of Junior Accounts Officer held by the Controller General of Accounts, Ministry of Finance or the Training Institute, Jammu or by any other Department of Delhi Administration.

(n) "Schedule" means the Schedule appended to these rules.

(o) "Secretary" means the Secretary in the Finance Department of this Administration.

(p) "Selection Board" means the Selection Board constituted under rule 10.

(q) "Service" means the Delhi Administration Accounts Service (Grade II).

(r) "Subordinate Service" means the Delhi Administration Subordinate.

3. Constitution of Service and its classification :-

(1) On and from the date of commencement of these rules there shall be constituted a Central Civil service to be known as the Delhi Administration Accounts Service (Grade II).

(2) The Service shall have one grade namely-Grade II.

(3) The posts shall be Central Civil posts in Group C.

(4) Members of the Service shall, in the normal course be eligible only for appointment to the various grades of the service to which they belong and not to any other service.

PART 2

STRENGTH OF SERVICE

4. Authorised strength of the service :-

(1) The authorised permanent strength of the service and the posts included therein shall be as specified in the Schedule.

(2) The Administrator may add to the authorised permanent strength from | time to time any permanent post(s) carrying the same designation as, or similar nature of duties attached to any of the posts specified in the Schedule and the scale of post attached to Grade II of the Service.

(3) The Administrator may, by order, create any number of duty posts for such period as may be specified therein subject to such conditions and limitations, as may be prescribed by the Central Government.

PART 3

INITIAL CONSTITUTION OF SERVICE

5. . :-

The Service shall be initially constituted in the manner specified below.

(1) (Deleted)

(2) Appointment to Grade II

(a) 75 per cent of the vacancies in Grade II shall be filled from officers of Grade II and III of the Subordinate Service who have passed SAS Examination.

(b) 25 per cent of the vacancies shall be filled from Junior Accounts Officers [Including SAS Accountant/Section Officers, (Accounts) serving with Delhi Administration (whether with deputation allowance or otherwise)] on the date of coming into force of these rules, who possess SAS Qualification or held equivalent post under any Department of the Central Government.

Provided that the appointment to the service of the Officers who are not borne on the cadre of the Administration shall be made only with their written consent and approval of the cadre controlling authority.

6. Seniority of persons appointed at the time of Initial Constitution of Service :-

(i) The seniority of the members of Service borne on the Cadre of Delhi Administration and appointed under Rule 5, shall be determined with reference to the date of passing the SAS Examination (Batch wise); and

(ii) If two or more officers have passed the SAS Examination from the same date and or in the same Batch, they shall be ranked inter-se in order of their relative seniority in the Subordinate Service Cadre.

(iii) The relative seniority of the Officers not borne on the cadre of Delhi Administration but opt for absorption in the service will be determined with reference to their date of regular appointment as SAS Accountant/Junior Accounts Officers in the Parent department :

Provided that the inter-se-seniority of the promotees, i.e., the officers belonging to Delhi Administration and that absorbed by transfer will be determined in accordance with the provisions of rule 22 of these Rules.

PART 4

METHOD OF RECRUITMENT

7. . :-

After the initial constitution of the Service has been completed in accordance with rule 5, further recruitment shall be made in the manner as indicated hereunder :

The vacancies shall be filled in by promotion from Grades II, III and IV officials of the Delhi Administration Subordinate Service and Stenographers in the scale of pay of Rs. 1200-2040 and Rs. 1400-2300 who have passed SAS/JAO (common) examination conducted by Northern Zonal Accountancy Training Institute Jammu/Delhi Admn. through Controller General of Accounts, Govt. of India :

Provided that nothing in this rule shall preclude the Administration from filling in any vacancy by deputation of regular SAS Accountants/Junior Accounts Officers from various Audit/Accounts Departments in accordance with the orders/instructions of the Central Government issued from time to time : Provided further that where the Administrator is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of this rule with respect of any person or class/category of persons or post(s).

8. Physical Fitness :-

No candidate shall be appointed in Grade II of the service unless he is declared after such medical examination as the Administration may prescribe, to be free from any mental or physical defect likely to interfere with the discharge of the duties of the service, unless he has already been examined by the competent medical authority at the time of his entry into Government service and declared fit.

9. Appointment to the Grade in order of merit :-

Subject to the provisions of these rules, the candidates included in the approved list(s) shall be appointed to the grade in order of merit.

10. Constitution of Selection Board :-

Recruitment and promotion shall be made on the recommendation of the Selection Board consisting of

1. Secretary Finance Chairman
2. Controller of Accounts Member
3. Joint Secretary (Services) Member
4. Officer belonging to the Scheduled Castes or Scheduled Tribes nominated by the Department of the Administration Member
5. Deputy Secretary Finance (A/cs) Member-Secretary

11. Condition for eligibility and procedure for selection. :-

(1) The Selection Board shall consider from time to time cases of officers eligible under rule 7 who have served in the respective grade in accordance with the provisions contained therein after taking into account the actual vacancies at the time of selection and those likely to accrue during a year.

(2) The names of persons included in the list shall be arranged in order of preference.

(3) The lists so prepared shall be forwarded by the Selection Board to the appointing authority.

12. . :-

All appointments to the service shall be made on the basis of the lists prepared in accordance with rules 5 and 7 and not against any specified posts included in the Service. The appointing authority shall allocate the persons borne on the list to various officers of the Administration.

13. . :-

No person(s) who has enacted into or contracted a marriage with any person having a spouse living or (b) who, having a spouse living, has entered into or contracted marriage with any person shall be eligible for appointment to service, provided that the Administrator may, if satisfied that such marriage is permissible under the personnel law applicable to person and the other party to the marriage and there are other grounds for so doing, exempt a person from the operation of this rule.

14. Period of Probation :-

(i) Every person appointed under rules 5 and 7 to any grade of service shall be on probation for a period of two years.

(ii) The appointing authority may in the case of any officer extend the period of probation by one year for exceptional reasons to be recorded in writing, but total period of probation in no case should exceed double the normal period specified in sub-para (1) above.

(iii) An officer on probation shall be liable to be discharged from service at any time after he has been given opportunity to show cause against proposed action.

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(iv) An officer on probation who holds a lien on any permanent post under the Central Government or the Administration may, if so desired during the period of probation, have the option to revert back to his parent department after giving such notices as may be prescribed by the Administration.

15. Officiating appointment :-

Selection for officiating appointment If at any time the Chief Secretary is of the opinion that the number of officers available in the list of Grade II referred to in rule 7 and rule 11 for appointment to duty posts is not adequate having regard to the vacancies in such posts, he may direct the Selection Board to consider the cases of officers who have been officiating for a period of not less than three years in the lower grade, and prepare a separate list of the officers selected. The selection for the inclusion in the list shall be based on merit and suitability, in all respects for officiating appointments to duty posts giving due regard to seniority.

PART 5

MISCELLANEOUS

16. . :-

(1) If a member of the service is not available for holding a duty post, the post may be filled on officiating basis

(a) by the appointment of any officer, included in list referred to in rule 11; or

(b) if no such officer is available, by the appointment of any officer included in the list prepared under rule 15.

(2) Where the exigencies of the situation so demand, the appointing authority may, for reasons to be recorded in writing, appoint a person holding analogous or similar posts under the Central Government or a State Government on deputation for a period not exceeding three years.

(3) Notwithstanding anything contained in these rules, the appointing authority may make appointment on a duty post as a local arrangement for a period not exceeding six months from officers who are eligible for inclusion in the list under rule 11 or rule 15.

17. Transfer of member of the service :-

The appointing authority may transfer the cadre officers to any office of the Administration from time to time.

18. Allocation of duty post :-

The Secretary shall allocate such member of duty posts to various offices of the Administration as may be deemed necessary by him from time to time.

19. Special provision for the members of the Scheduled Castes and Scheduled Tribes :-

The reservation of the posts for the members of the Scheduled Castes and Scheduled Tribes in Grade II shall be 15 per cent and 7.5 per cent of the vacancies for Scheduled Castes and Scheduled Tribes respectively, This would be subject to any amendment made in this behalf by the Government of India from time to time.

20. Posting of Cadre officers :-

Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of Grade II in the service.

21. Duty post to be held by Cadre Officers :-

Subject to rule 16, every duty post in the cadre shall be held by a cadre officer of Grade n or any officer appointed to officiate under these rules.

22. Relative seniority of promotees vis-a-vis transferees :-

Save as otherwise provided in these rules, the inter-se seniority of the members of the service appointed to any grade substantively or in temporary capacity under rules 5 and 7 shall be determined in the following manner : Promotee

(i) The relative seniority of the persons promoted to the service is to be determined in the order of their selection for such promotion : Provided that where persons promoted initially on a temporary basis are confirmed subsequently in the order of merit indicated at the time of their promotion seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where the promotions to a grade are made from more than one grade, the eligible persons are to be arranged in separate lists in the order of their relative seniority in the irrespective grades. Thereafter, the Departmental Promotion Committee/Staff Selection Board shall select these persons for promotion on each list and arrange all the candidates selected from the different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher Grade.

Explanation. Where promotions are made on the basis of selection by a Departmental Promotion Committee/Staff Selection Board, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee/Board. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted take seniority in the higher grade over the junior person who has superseded him. Transferee The relative seniority of persons appointed by transfer to the service, from the offices of Central Government or State Government/Union Territory Administration shall be determined in accordance with the order of their selection, after their deputation period is terminated, and options thereof obtained from their absorption. They shall be ranked below all promotees, selected on the same occasion.

23. Confirmation in service :-

A person who has been declared to have satisfactorily completed his period of probation may be confirmed in the service subject to

availability of post.

24. Pay and Allowances :-

The scale of pay attached to the service shall be- Rs. 500-20-700-EB-25-900 or as may be prescribed by the Central Government from time to time.

(i) The initial pay of a direct recruit shall be the initial pay in the time scale mentioned in this rule.

(ii) The pay of a promoted officer shall be fixed in the aforesaid time scale in accordance with the Fundamental Rules.

(iii) Dearness and other allowances shall be determined in accordance with the rules/orders issued by the Government of India from time to time on the subject for officers of the Administration.

25. Regulation :-

The Administrator may make regulations not inconsistent with these rules to provide for all matters for which provision is necessary or expedient for purpose of giving effect to the rules.

26. Oath :-

Every member of the service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as established by law.

27. Residuary matters :-

In regard to any matter not specifically covered by these rules or any regulation or orders issued thereunder or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to corresponding officers of the Central Civil Service in general.

28. Interpretation :-

If any question arises as to the interpretation of these rules, the same shall be decided by the Administrator, Delhi.

PART 6

TRANSITIONAL ARRANGEMENT

29. Transitional provision :-

(1) On and from the commencement of these rules and until persons are appointed to hold duty posts in accordance with the provisions of these rules, such posts may continue to be held by officers appointed thereto either before or after commencement of

these rules as if these rules have not come into force.

(2) This rule shall cause to be in force after a period of three months from the date of such appointment.

30. Power to relax. :-

Where the Administrator is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons or posts.

SCHEDULE 1

SAS ACCOUNTANTS/JUNIOR ACCOUNTS OFFICERS (GRADE II)

1st vacancy	By promotion
2nd vacancy	By promotion
3rd vacancy	By direct recruitment