रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी- 781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171
फोन/Phफ़ैक्स/Fax:0361-2640394, 2640204 e-mail: cdaguwadmin1c.dad@hub.nic.in

सं./No. AN/1C/727/DE/Prom/Vol-X दिनांक/Date: 30/10/2026

महत्वपूर्ण परिपत्र / **IMPORTANT CIRCULAR No.- 128**

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 Canteen Clerk (Level-2 in Pay Matrix).**

संदर्भ/ **Ref.:** **CGDA HQrs Notice No. AN/VIII/8201/Recruitment Rules/Canteen Clerk dated 26/10/2026.**

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CGDA HQrs Notice dated 26/10/2026 cited under reference, regarding inviting comments on the proposed Recruitment Rules for the post of Canteen Clerk, 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** on or before **10/11/2026** for onward transmission to **CGDA HQrs** for revision of the aforementioned **Recruitment Rules**.

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
Phone: 011-25665708 Fax: 011-25674806, 25674821 e-mail: hqadmin8.dad@hub.nic.in

विकसित भारत अभियान

Subject: Inviting Comments on the Proposed Recruitment Rules for the Post of Canteen Clerk (Level-2 in Pay Matrix).

In this context, it is requested that the notice bearing even number dated 26.10.2026 on the subject, along with the connected documents, may kindly be uploaded to the CGDA website for necessary action please.

Dy.CGDA(AN) has seen.

Himtesh

(Himtesh Pratap Singh)
Sr. Accounts Officer (AN)

The IT&S Section (Local)

No. AN/VIII/8201/Recruitment Rules/Canteen Clerk Dated: 26/10/2026

उलान बटार रोड, पालम, दिल्ली छावनी-110010
Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt-110010
Phone: 011-25665508 Fax: 011-25674806, 25674821 e-mail: hqadmin8.dad@hub.nic.in

No. AN/VIII/8201/Recruitment Rules/Canteen Clerk Dated: 26/10/2026

NOTICE

Subject: Inviting Comments on the Proposed Recruitment Rules for the Post of Canteen Clerk (Level–2 in Pay Matrix)

Consequent upon implementation of SIU recommendations on the review of norms for non-statutory Departmental Canteens functioning in Central Government Offices and approval of MoD(Fin) in respect of Departmental canteens running in Defence Accounts Department, Recruitment Rules for the posts of Departmental Canteen were to be framed/ published, however the same has not been done yet.

2. In view of the above, Defence Accounts Department proposes to revise the Recruitment Rules (RRs) for the post of Canteen Clerk (Level–2 in Pay Matrix: ₹19,900 – ₹63,200). The proposed RRs, 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 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.

26/10/26

(Sandeep Sheoran)
Dy.CGDA (AN)

To

All Stakeholders
[through CGDA Website]

TO BE PUBLISHED IN THE GAZETTE OFINDIA, IN PART-II, SECTION- 4

Government of India
Ministry of Defence
(Finance Division)

New Delhi, Dated 2026

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 (Group 'C' and 'D' post) Recruitment Rules, 27th July, 2000 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 posts of Canteen Clerk in the Defence Accounts Department, namely:-

1. **Short title and commencement**: - (1) These rules may be called the Defence Accounts Department, Non Statutory Departmental Canteen (Clerk) Recruitment Rules, 2026.

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

2. **Number of posts, classification and Level in Pay Matrix**: -The number of the said posts, its classification and level in the pay matrix attached thereto shall be as specified in column (2) to (4) of the Schedule annexed to these rules.

3. **Method of Recruitment, age limit, qualification etc.**: - The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in column (5) to (13) of the said Schedule.

4. **Liability of Transfer**: - The Canteen Clerk shall be liable to transfer anywhere in India.

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 to do so; it 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.

7. **Saving**: - Nothing in these rules shall affect reservation, 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.

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)
Canteen Clerk	49* (2026) *Subject to variation dependent on workload.	General Central Services, (Group 'C') Non-Gazetted, Non-Ministerial.	Level-2 (₹ 19900-₹63200)	Non-Selection.	18-25 years (Relaxable for Govt. Servants upto the age of 40 years in accordance with the orders issued by the Central Govt). Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment news/ newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.

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)
1. 12th class or equivalent with Commerce. 2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word) **Note 1**: Qualification(s) are relaxable at the discretion of the Defence Secretary for reasons to be recorded in writing in he case of candidate otherwise well qualified. **Note 2**: The qualification(s) regarding experience is/are relaxable at the discretion of the Defence Secretary for the reasons to be recorded in writing in case of candidates belonging to Schedule Castes/ Scheduled Tribes if, at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	No	Two years for Direct Recruit. Nil for promotees.	By Promotion failing which by Direct Recruitment.

In case of recruitment by promotion or deputation\ absorption, grades from which promotion or deputation \ absorption 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
(11)	(12)	(13)
Promotion: Canteen Attendant with atleast three (3) years regular service in the Pay Level – 1 (₹18,000-₹56,900). A two week training on Organizational Behaviour, Communication Skill and Accounting Practices shall be mandatory for the Canteen Attendants for promotion to the post of Clerk from ISTM or any other Institutes recognized by Govt. Of India or State Govt. Note-1 "Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered for promotion, their seniors would also be considered provided they are not shor of the requisite qualifying/eligibility service by more tha half of such qualifying /eligibility service or two years, which ever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service."	**Departmental Promotion Committee for considering the promotion consisting of :-** Group 'C' Departmental Promotion Committee and for Confirmation: 1. For posts in other offices under CGDA: i. Controller of Defence Accounts/ Addl. Controller of Defence Accounts/Joint Controller of Defence Accounts - Chairman ii. Deputy Controller of Defence Accounts/ Assistant Controller of Defence Accounts - Member iii. Senior Accounts Officer - Member 2. For Controller General of Defence Accounts Office: (1) Senior Deputy Controller General of Defence Accounts/ Deputy Controller General of Defence Accounts - Chairman (2) Assistant Controller General of Defence Accounts - Member (3) Senior Accounts Officer - Member	Consultation with UPSC not necessary.

[File No.....]

Vedveer Arya
Jt. Secretary and Addl. Financial Advisor