

Filling up of vacancies in on deputation basis.

Applications invited from: All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. Indian Audit Office, Nairobi, Kenya-11.11.2024

Yours sincerely

Nazli J. Shayin

Pr. Accountant General (Audit), Punjab

From: "AG AUDIT PUNJAB" <agaupunjab@cag.gov.in>

To: "Shayin Nazli Jafri" <shayinnj@cag.gov.in>

Sent: Tuesday, November 5, 2024 9:32:57 AM

Subject: Fwd: [Cag-iaad] Nomination of Sr.AOs/AAOs for empanelment for posting to India Audit Office, Nairobi, Kenya

Regards,
PAG Sectt.
O/o PAG (Audit), Punjab,
Chandigarh.

From: "Swati Pandey" <swatip@cag.gov.in>

To: "cag-iaad" <cag-iaad@ismgr.nic.in>

Sent: Monday, November 4, 2024 5:54:18 PM

Subject: [Cag-iaad] Nomination of Sr.AOs/AAOs for empanelment for posting to India Audit Office, Nairobi, Kenya

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI**

No. 1127-PD(P)/2024

Date: 04.11.2024

To

Heads of Department of IA&AD Offices

(As per mailing list)

Subject: Nomination of Sr.AOs/AAOs for empanelment for posting to India Audit Office, Nairobi, Kenya

Madam/Sir,

It has been decided to prepare a panel of Sr. AOs/AAOs for posting to India Audit Office, Nairobi, Kenya. I am, therefore, directed to request you to recommend names of eligible Sr.AOs/ AAOs belonging to Audit Wings alone (Civil, Commercial, F&C, Railway, Defence, etc.) for empanelment. The Officers should have outstanding service records and be suitable for posting in Overseas Audit Offices. The maximum number of Officers that can be recommended by each Cadre Controlling Authority (CCA), is indicated in **Annexure-I**. While nominating Officers for posting abroad, the following guidelines/criteria may kindly be given due consideration:

(a) Officers recommended must have at least 7 full years' 'Outstanding' APARs in the last 10 years. In case, the total service of the Officer is less than 10 years, she/he should have at least the required number of 'Outstanding' APARs during her/his entire service.

(b) Officers recommended should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs) in the respective grade as on 01.01.2024.

(c) Sr.AOs should not be over 53 years of age as on 01.01.2024 and AAOs should not be over 51 years, as on the

above date. In case of Officers who have earlier served in Headquarters for at least 2 years, the age limit will be relaxed by one year, i.e., 54 years for Sr. AOs and 52 years for AAOs.

(d) Officers recommended should not expect, in normal course, promotion to next grade till end of their postings in the Overseas Audit Office. However, those who are willing to forego their placement in higher grade on promotion till end of their tenure in the Overseas Audit Office may also be recommended.

(e) Officers who have had a posting abroad (including Bhutan) either in our Offices or in other Offices, Officers on Deputation/Foreign Service outside the Department, should also not be recommended. No exemption from this condition will be granted.

(f) Officers posted abroad are required to serve in C&AG's Office at New Delhi for three years on return and, therefore, those willing for posting to Headquarters at New Delhi on return, should only be recommended. No exemption from this condition will be granted.

(g) Officers who had earlier been on Deputation, in India, outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the Department, as on 01.01.2024, before they are considered for this assignment.

(h) Officers should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past. A certificate of Sr.DAG/DAG/Director/Deputy Director (Admn.)/ Director (P) should be attached indicating that no penalty has been imposed on the Officer in his/her career.

(i) Officers recommended should have adequate experience in Audit. Proficiency in computer software applications, particularly MS Office is a must.

(j) Officers nominated should possess substantially high capacity to do original work.

(k) Nominated Officers and their dependants should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.

(l) Nominated Officers' commitments at home should not be such as would hamper their effective performance of their official duties abroad.

(m) Nominated Officers should have a small-sized family. The spouse should be able to speak and write English fluently.

(n) Nominated Officers and their family should be good representatives of the Country.

(o) Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers with younger children may be preferred. The nominated Officers may be informed at the outset that if they are selected and deputed for a posting abroad, no request for extension of tenure, for any reason whatsoever, will be entertained.

(p) Nominated Officers and her/his family should have a cosmopolitan attitude and be flexible in their habits.

(q) Names of eligible SC/ST Officers may be considered along with others in accordance with the guidelines issued by the Department of Personnel, PG and Pension vide their OM No. F.16/32/74-Estt. (SCT) dated 03.04.1976 (**Annexure-II**).

2. Directors General of Audit/Principal Accountants General/Principal Directors of Audit/Accountants General, may review the cases of all those who volunteer and recommend not more than the number indicated in **Annexure-I**. It must be ensured that those recommended are suitable in terms of above guidelines.

3. Your recommendations, along with the following, may be e-mailed to the undersigned, by name, by **18 November 2024** [*scanned copy also to be sent in PDF format, by e-mail at saoacp@cag.gov.in and aao1pdp@cag.gov.in]*:

- (i) Service and other particulars of the candidates (in the enclosed proforma: **Annexure III**);
- (ii) The abstracts of APARs for the last 10 years i.e. up to 2022-23 in the prescribed proforma (**Annexure-IV**) duly certified by the Sr.DAG/ Director/ DAG/ DD (Admn.)/ Director (P) (*scanned copies of APARs are not required to be sent at this stage*). However, in case of any adverse remarks in the earlier APARs, attested copies of those APARs are required to be sent.

4. All applications (*except those working on deputation in Headquarters*) must be routed through the respective Cadre Controlling Authorities. In respect of Officers working on deputation in Headquarters, their names may either be recommended by their respective CCAs, with intimation to the Director General (HQ), or locally through Director General (HQ), with intimation to their respective CCAs, subject to limits prescribed in Annexure I.

5. Cadre Controlling Authorities may also recommend names of Officers who are on deputation to other offices of the IA&AD, but not those who are presently on deputation outside the IA&AD. The Cadre Controlling Authorities may also consider those Officers who were recommended earlier but could not be selected, provided they are otherwise eligible.

6. A '**NIL**' recommendation may be sent where there are no suitable volunteers.

7. Recommendations in respect of Sr.AOs/AAOs (Commercial) may be sent to the Deputy Comptroller & Auditor

Annexure-III

Proforma showing the bio-data and family particulars of Sr.AOs/AAOs recommended for posting abroad (To be submitted in quadruplicate)

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth (ii) Age as on 01.01.2024	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Date of promotion/ appointment as AAO (including erstwhile SO) / SrAO (including erstwhile AO)	AAO (including erstwhile SO): SrAO (including erstwhile AO):
12. Number of years completed in the grade as on 1.1.2024 a) SrAO (AO/Sr.AO combined) b) AAO (SO/AAO combined)	
13. Present pay & Level	Rs.
14. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
15. Details of previous deputation/foreign service/ UN Audit/Embassy Audit: Give period.	Attach separate sheet giving details under this column, duly signed.

16. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
17. Whether cooling-off period of 3 years completed on 01.01.2024.	Yes / No.			
18. Proficiency in Computer: (Details may be given)				
19. Details of family	<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
20. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.</u>	<u>Name</u>	<u>Class</u>	<u>Medium of Education</u>
21. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
22. Chances of promotion to next higher grade in the next five years.	A Certificate to the effect to be furnished by the respective office(s).			
23. Contact details (Phone No and email address)				
24. Any other information.				

The information furnished above are correct to the best of my knowledge.

In the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return.

Dated signature of the candidate

(Countersigned by the Group Officer in charge of Admn. of the concerned office)

Note: - Incomplete forms or forms not submitted in quadruplicate will not be accepted.

ABSTRACTS OF APARs/ ACRs FOR THE LAST TEN YEARS UP TO 2022-23

(Year-wise APAR grading for the ten* years to be given in respect of each Officer)

SI No.	Name & Designation	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14
1											
2											
3											
4											
5											

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical gradings only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct
- (ii) The above Officers are not expecting promotion to the next grade in the next 5 years.
(In cases of Officers who are willing to forgo their promotion till end of their postings, a certificate to the effect may be attached.)
- (iii) No vigilance or disciplinary case is either pending or contemplated against the above Officer. No major/minor penalty has been imposed on the above Officers in the past.

.....
Sr.DAG/ Director/ DAG/ DD (Admn.)/ Director (P)

Date:

O/o-----

Place-----