

कार्यालय महालेखाकार (लेखा व हकदारी)- II, महाराष्ट्र, नागपुर

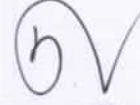
Date: 11-10-2021

No. HRM-I/Sr.AO (Ad-hoc) / 1A

**CIRCULAR**

Headquarters' circular No.50/ Staff (App-VI) 05-2021 dated 23-08-2021 regarding entrustment of charge of Senior Accounts Officer (Ad-hoc) in IA&AD is enclosed for information.

(Authority: Dy. Accountant General's Order dated 08-10-2021)



Sr. Accounts Officer / HRM-I

Date: 11-10-2021

dc

No. HRM-I/ Sr.AO (Ad-hoc) / 7R-309B

**Copy for information to:**

1. All Assistant Accounts Officers (List attached)
2. Sr. Accounts Officer/EIS for uploading on Internet.
- ✓ 3. Office Circular / Spare copy



Sr. Accounts Officer / HRM-I

dc

Office of the Comptroller & Auditor General of India  
New Delhi -110 124

Circular No. 2

No. 50/Staff (App-VI)/05-2021

Dated: 23 .08.2021

Dated: 23.08.2021

To

All Director General/Principal Accountant General/  
Principal Director/Accountant General  
(having cadre of Sr. AOs under their control)

Madam/Sir,

**Subject: Entrustment of charge of Senior Audit/Accounts/Administrative Officers to the Assistant Audit/ Accounts/Administrative Officers in IA&AD**

The Senior Audit Officers and the Senior Accounts Officers, besides conducting the Auditing and Accounting functions, also perform the supervisory role within IA&AD.

2. As per the existing Recruitment Rules for the posts of Senior Audit/Accounts Officers, the Assistant Audit/Accounts Officers having 7 years of regular service are eligible for appointment to the posts of Senior Audit/ Accounts Officers by promotion. In May 2019, Ministry of Finance issued OM dated 16.05.2019, whereby the post of SAOs in IA&AD in pay level-10 were classified as Group 'A'. Consequently, promotion to the post of SAOs needs consultation with UPSC as a mandatory requirement.

3. In view of the time taken to finalise the promotion proposals, a large number of posts of Senior Audit/Accounts/ Administrative Officers are lying vacant despite availability of sufficient numbers of eligible candidates from AAO cadre in the concerned Audit/A&E offices. This situation is impinging on the day to day functioning of the offices in absence of supervisory staff, required for managing the Audit/ Accounting functions of the field offices.

4. Keeping in view the requirements of senior supervisory staff in field offices and requirement of providing immediate relief to the eligible AAOs due for promotion, it has been decided to allow filling up of the vacancies of Senior Audit/Accounts/ Administrative Officers from the Assistant Audit/Accounts/ Administrative Officers in their offices, purely on ad-hoc basis, subject to the following conditions:

- a) The posts are to be filled through entrustment of charge to be offered **only** to the Assistant Audit/ Accounts/ Administrative Officers who have completed minimum of seven years of regular service in the grade of SO/AAO and are in the zone of consideration for the regular promotion to the posts of Sr. AO for the concerned panel year/s.
- b) The arrangement will be purely an entrustment of charge of vacant posts of Senior Audit/ Accounts/Administrative Officers on ad-hoc basis and will not constitute promotion or appointment to the post of Sr. AOs.
- c) The period served in ad-hoc charge will not be counted for any purposes for promotion to Sr. AOs or next higher grades or for the purpose of seniority, promotion, financial benefits (increment, MACP, pension etc.) or for any other entitlement.

- d) In case of deputation to another office within or outside IA&AD, the officer shall be reverted to the original post of AAO, before proceeding on the deputation.
- e) The AAOs, who will look after the charge of Sr. AOs, will be paid a Charge Allowance of Rs. 2,500/- p.m. in addition to pay in their own level. No other special allowance in addition to that will be permissible to them.
- f) The period of such charge will not exceed, in any case, beyond one year or till further orders, whichever is earlier. However, the ad-hoc arrangement can be terminated at any time without assigning any reasons.
- g) In case the arrangement of entrustment of charge is required beyond the period of one year, the same will be exercised through de-novo processing of the cases afresh, through recommendations of a new Selection Committee and sanction of the Competent Authority (DAI).
- h) The AAOs, who will look after the charge of Sr. Audit/Accounts/Administrative Officers will not exercise the statutory powers vested in the post of Senior Audit/Accounts/Administrative Officers under CCS (CCA) Rules, 1965.
- i) The total number of ad-hoc posts to be allocated to field offices will be equal to and in lieu of the vacant posts of regular SAOs. The offices may fill up the vacancies up to the maximum number of posts proposed to be filled up through regular promotion for the respective panel year.
- j) The AAOs so entrusted with the charge of SAOs will be designated as Senior Audit/Accounts/ Administrative Officers (Ad hoc).
- k) Strict compliance to all the instructions issued by DoPT on Reservation for the Scheduled Castes and Scheduled Tribes for promotion under the Government of India, as applicable in regular promotion, is to be ensured.

5. The entrustment of charge to SAO on ad-hoc basis may be resorted to, as and when a new vacancy of SAO arises in future, with approval of the Headquarters office, till the process of regular promotions is streamlined.

6. The zone of consideration will be same as for regular promotion purpose. The selection committee for this purpose will consist of PAG/DG/AG/PDA of concerned office who is also the Cadre Controlling Authority, another PAG/DG/AG/PDA from the same station or nearest station, who belongs to the SC/ST category and one more member at the level of Sr. DAG/DA/DAG/DDA (Admin) from same office. The Chairman of the committee would be the senior most member of the Committee.

7. For the posts of Senior Audit Officers (Commercial), the Selection Committee will consist of DG/PD (Commercial), another PAG/DG/AG/PDA from the same station or nearest station, who belongs to the SC/ST category and one more Group Officer from the Commercial wing as the third member. The Chairman of the committee would be the senior most member of the Committee.

Explain  
who will do it

8. The committee shall consider the senior most AAO(s), in the zone of consideration for regular promotion, for the purpose and recommend the name(s) of senior most AAO(s) who fulfil the conditions for regular promotion to the posts of SAOs, for such entrustment of the ad-hoc charge of vacant posts of Senior Audit/Accounts/ Administrative Officers.
9. In case AAOs under zone of consideration are on deputation or working on another ex-cadre post, their willingness for being considered for such ad-hoc appointment as SAO may be obtained in writing.
10. In case they are not willing to be considered, their juniors may be considered till the either the required number of officers under zone of consideration is reached or the vacancies are filled, whichever is earlier. The selection committee should also record their reasons for selection made by them. In case AAOs senior to those considered have expressed their unwillingness to be considered, the same shall also be taken in writing.
11. The proposals of regular promotion to the posts of SAOs for panel year 2020, which have been either submitted or pending for submission to UPSC would be prioritised for processing on their receipt. The proposals for subsequent years would be processed after processing of all the cases for panel year 2020.
12. The recommendations of the Selection Committee shall be forwarded to Staff (Wing) for approval of the DAI (HR) along with:
- (i) Statement of grading in APARs of all the officers considered;
  - (ii) Seniority list of officers showing their date of birth, date of appointment in entry grade, date of promotion as SO/AAO, date of superannuation, whether in the Department or on deputation/foreign service;
  - (iii) Details of post(s) against which arrangement is proposed to be made;
  - (iv) Willingness/un-willingness of officers falling under the zone of consideration for being considered for such an arrangement;
  - (v) Eligibility list and the reservation roster for the panel year concerned; and
  - (vi) Certificate of the Cadre Controlling Authority regarding correctness and completeness of the information/documents furnished for consideration of Headquarters in all respects. The format of certificate to be furnished is enclosed at **Annexure-I**.
13. In order to have uniformity in offer of appointment/entrustment as ad-hoc Senior Audit/Accounts/Administrative Officers, a model "Office Order" is also enclosed at **Annexure-II**.
14. All correspondence in this regard may please be marked to the undersigned by name.

With kind regards,

Yours faithfully,

Encl: As above

*Prachi Pandey*  
23.8/2018  
Principal Director (Staff)

Annexure-I

OFFICE OF THE

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CERTIFICATE

Certified that the information/documents furnished to Headquarters office vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ in connection with proposal for entrustment of charge of Senior Audit/Accounts/Administrative Officers (Ad hoc) to the eligible Assistant Audit/ Accounts/Administrative Officers are complete and correct in all respects.

DGA/PAG/PDA/AG  
& Cadre Controlling Officer

OFFICE OF THE

OFFICE ORDER

Shri \_\_\_\_\_, Assistant Audit/Accounts/ Administrative Officer, has been entrusted with the charge of the vacant post of Senior Audit/Accounts/Administrative Officer in this office in terms of Headquarters circular letter No. \_\_\_\_/Staff (App-VI)/05-2021 dated \_\_\_\_ .08.2021 with effect from \_\_\_\_\_ purely as an ad-hoc arrangement subject to the following conditions:

1. This arrangement does not constitute promotion or appointment to the post of Senior Audit/Accounts/Administrative Officer and the period served in such ad-hoc charge will not be counted for as regular service in the grade of Senior Audit/Accounts/ Administrative Officer, even temporarily.
2. While looking after the charge of the said post, Shri/Smt/Ms \_\_\_\_\_:
  - (a) Will be paid Charge Allowance of Rs. 2,500/- per month in addition to pay in his own Pay in present level (Level-\_\_\_\_) from time to time provided the period is not exceeding in any case, beyond one year. This allowance will not be protected or taken in to account in pay fixation on his regular promotion to the grade of Senior Audit/ Accounts/Administrative Officer. It will also not count for pensionary or any other benefits.
  - (b) Will not exercise the statutory powers vested in the said post under CCS (CCA) Rules, 1965.
  - (c) Will not be entitled to any other special allowance in addition to the special allowance of Rs. 2,500/- per month mentioned above.
3. This ad-hoc arrangement can be terminated at any time without assigning any reason.

(Authority: O/o the C&AG letter No. \_\_\_\_/Staff (App-VI)/05-2021 dt. \_\_\_\_ .08.2021)

DG/PAG/PDA/AG