



भारतीय लेखा परीक्षा और लेखा विभाग  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा परीक्षा)  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),  
जम्मू - कश्मीर, श्रीनगर-190001  
JAMMU & KASHMIR, SRINAGAR-190001



No: Admn-I/Audit/SAS Abs/2022-23/173

Dated: 16-09-2022

**REVISED CIRCULAR**

Applications are invited from willing SAS (Civil Audit) passed officials of field offices of IA&AD who have passed the **S.A.S (Civil Audit) Examination held in May-2022 and such officials of the IA&AD Offices, who have passed the SAS (Civil Audit) examination held prior to May-2022 (except those, who have already been promoted as AAO (Regular) in their parent cadre and could not be absorbed in the Civil Audit Offices are also eligible to apply for filling up 16 posts of Assistant Audit Officer (Civil) in the Office of the Principal Accountant General (Audit), Jammu & Kashmir, Srinagar, on permanent absorption basis.**

The desirous applicants should submit their application / bio-data (through proper channel) in the prescribed format (attached as Annexure I & II to this circular) so as to reach the Office of Principal Accountant General (Audit), Jammu and Kashmir, MY Avenue Road, Srinagar-190 001 by or before 18-10-2022. The cadre controlling offices may forward the application along with copy of APARs of last five years / service period, Integrity Certificate, Vigilance Clearance, Disciplinary Clearance Certificate, Major / Minor Penalty, Inter-se Seniority List, Composite statement of Cadre Clearance, Past Work Experience Certificate etc. well in time so as to reach this office by or before the stipulated dated through email at [agaujammukashmir@cag.gov.in](mailto:agaujammukashmir@cag.gov.in). Applications received on or after the stipulated date shall not be entertained.

Sr. Deputy Accountant General (Admn)

Copy to the: -

- 1) All I&AD Offices as per mailing list
- 2) Notice Board I / II

Annexure-I

**APPLICATION FORM CUM UNDERTAKING FOR PERMANENT ABSORPTION**

To

The Senior Audit Officer (Admn)  
Office of the Principal Accountant General (Audit)  
Jammu and Kashmir  
MY Avenue Road  
Srinagar – 190 001  
(Through proper channel)

Subject: Application for permanent absorption to the O/o Principal Accountant General (Audit), Jammu and Kashmir for the post of AAO

Sir,

With reference to the transfer Office's Revised Circular No: Admn-I/Audit/SAS Absp/2022-23/173 Dated 16-09-2022, I \_\_\_\_\_ AAO / AAO(Adhoc) / Clerk / Auditor / Accountant / Stenographer Grade-I / DEO-B / DEO-A (SAS passed) of the Office of the \_\_\_\_\_ (name of the transferor office) hereby apply for permanent absorption to AAO cadre in the Office of the Principal Accountant General (Audit), Jammu and Kashmir (name of the transferee office). I also enclose herewith my complete bio-data.

**UNDERTAKING**

I, \_\_\_\_\_ AAO / AAO (Ad-hoc) / Clerk / Auditor / Accountant / Stenographer Grade-I / DEO-B / DEO-A (SAS passed) of the office of the \_\_\_\_\_ (name of the transferor office), solemnly affirm state as follows:

- (i) That I accept all the terms and conditions mentioned in the transferor Office's Revised Circular / Office Order No: \_\_\_\_\_ dated 16-09-2022 regarding permanent absorption.
- (ii) That I also accept the condition that consequent upon my permanent absorption to AAO cadre, I shall be ranked junior most in the cadre in the transferee office.
- (iii) That I shall not claim any benefit of my previous position which I enjoyed in the transferor office in service matters like seniority, added benefit of previous service while deciding the matter of promotion, seniority, etc. in the new office in future.

- (iv) That I shall have no lien to the post held by me in O/o \_\_\_\_\_  
\_\_\_\_\_ (previous office) subsequent to my  
absorption in AAO cadre in O/o the Principal Accountant General (Audit),  
Jammu and Kashmir (new office) and I accept that the absorption is irreversible.
- (v) That I shall pass the language test applicable to the state (language-----),  
failing which I shall not be considered for further promotion to next higher  
cadre.
- (vi) I shall also abide by all the decisions taken from time to time in this regard by the  
Competent Authority.

Yours faithfully,

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
Name of the office of the applicant seeking permanent absorption.

## Annexure-II

**BIO DATA**

S.No	Description	Details
1)	Name	
2)	Fathers' Name	
3)	Category SC / ST / UR	
4)	Whether physically handicapped – If yes–mention type and % of disability	
5)	Married / Un-married	
6)	If married, whether spouse working (Give details)	
7)	Education qualification	
8)	Departmental Examination passed, if any, with date / month of passing the examination	
9)	Post in which joined IA&AD	
10)	Date of joining IA&AD	
11)	Present post held	
12)	Date from which present post held	
13)	Pay drawn (Pay level & Basic Pay)	
14)	Date of passing SAS Examinations	
15)	Brief description of duties	
16)	Special achievements , if any	
17)	Permanent home address	
18)	Present address	
19)	Mobile No.	
20)	E-mail ID	

Yours faithfully,

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Proforma for Composite Statement of Cadre Clearance. Integrity Certificate,  
Vigilance Clearance certificate and major / Minor Penalties etc.**

<b>S. No</b>	<b>Name of the Officer/ official Sh/ Smt</b>	<b>Cadre Clearance</b>	<b>Integrity Certificate</b>	<b>Vigilance Clearance Certificate</b>	<b>Statement major / Minor Penalties if any imposed upon the officer official ding last 10 years</b>

Competent Authority