

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा - प्रथम) मध्य प्रदेश, ग्वालियर

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL, M.P., GWALIOR

दिनांक - 15-06-2023

कार्यालय आदेश/OFFICE ORDER - 36

Subject - Nomination of Senior Audit Officer and Assistant Audit Officer of Commercial cadre & SAOs/AAOs/Sr.PS/PAs for empanelment for posting to O/o Principal Director of Audit, London.

संदर्भ- मुख्यालय का पत्र क्रमांक- No.198-CA.I/Nomi. of SAOs/AAOs (C) to London/125-2023 दिनांक - 09.06.2023 एवं पत्र क्रमांक- No 1127-PD(P)/2023 दिनांक - 09.06.2023

Principal Director of Audit, London में पदस्थापना हेतु इच्छुक Senior Audit Officer and Assistant Audit Officer of Commercial cadre & SAOs/AAOs/Sr.PS/ PAs से, जो मुख्यालय के उपरोक्त संदर्भित पत्र (संलग्न) के अनुसार निम्नलिखित शर्तों को पूरा करते हैं, दिनांक 23.06.2023 तक आवेदन प्रस्तुत कर सकते हैं -

(a) Officers/Officials must have at least 7 full years' "Outstanding" APARs in the last 10 years. In respect of Sr.PS/PA, the Official nominated should have at least 4 "Outstanding" APARs in the last 10 years. In case, the total service of the Officer/Official is less than 10 years, she/he should have at least the required number of "Outstanding" APARs during her/his entire service.

(b) Officers/Officials should have completed at least 3 years of service (for Sr. AOs) and 5 years of service (for AAOs/Sr.PSs/PAs) in the respective grade as on 1st January 2023.

(c) Sr. AOs should not be over 53 years of age as on 1st January 2023; AAOs should not be over 51 years; and Sr.PS/PA should not be over 54 years as on the above date. In case of Officials 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; 52 years for AAOs; and 55 years for Sr.PSs/PAs.

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

(f) Officers (Sr. AOs and AAOs) 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. This would, however, not be applicable in case of Sr.PSs/PAs.

(g) Officers/Officials 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 1st January 2023, before they are considered for this assignment.

(h) Officials 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/Official in his/her career.

(i) Sr. AOs/AAOs recommended should have adequate experience in audit. Proficiency in computer

software applications, particularly MS Office is a must. In case of Sr.PS/PAs, preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.

(j) Officers/Officials nominated should possess substantially high capacity to do original work. (k) Nominated Officers/Officials and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.

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

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

(n) Officers/Officials 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/Officials with younger children may be preferred. The nominated Officers/Officials 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) Officers/Officials nominated and his/her family should have a cosmopolitan attitude and be flexible in their habits.

(q) Names of eligible SC/ST Officers/Officials is to 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).

(r) Recommendations in respect of Sr.AOs/AAOs (Commercial) is to be sent to the Deputy Comptroller & Auditor General (Commercial) for final recommendation of 5 (five) Sr.AOs (Commercial) and 5 (five) AAOs (Commercial). However, recommendations in respect of Sr.PS/PAs working in Commercial Offices is to be sent to the PD(P) directly.

इच्छुक अधिकारी अपना आवेदन उनके पदस्थापना कार्यालय के माध्यम से दिनांक- 23.06.2023 तक इस अनुभाग को प्रस्तुत करें ताकि जानकारी नियत समयानुसार मुख्यालय कार्यालय को प्रेषित किया जा सके |

हस्ता/-

वरि. उपमहालेखाकार/प्रशासन

दिनांक:- 15-06-2023

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1 सचिव, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

2 उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

3 वरिष्ठ उप महालेखाकार (प्रशासन), कार्यालय महालेखाकार (लेखापरीक्षा- II) 53-अरेय हिल्स, होशंगाबाद रोड, भोपाल, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें। साथ ही अभ्यर्थियों के सतर्कता/अनुशासनात्मक/न्यायालयीन/शास्ति संबंधी जानकारी के साथ ही आवेदन प्रेषित करें।

4 उप महालेखाकार/ए.एम.जी- I, /ए.एम.जी- II, /ए.एम.जी- III/ /ए.एम.जी- IV//ए.एम.जी- V, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

5 उप निदेशक, कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली, शाखा ग्वालियर, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें। साथ ही अभ्यर्थियों के सतर्कता/अनुशासनात्मक/न्यायालयीन/शास्ति संबंधी जानकारी के साथ ही आवेदन प्रेषित करें।

I/298052/2023

6 उप महालेखाकार/पूशासन, कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) प्रथम, म.प्र., ग्वालियर, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें।

7 वरि. लेखापरीक्षा अधिकारी/CA-I, पूशासन- 12, 13, 14, सामान्य अनुभान, कार्यपालन शाखा, विधि कक्ष (प्रशिक्षण) एवं गोपनीय कक्ष।

8 वरि. लेखापरीक्षा अधिकारी/आई. एस. एण्ड डी.ए.सी को इन्ट्रानेट पर Administration - Personnel लिंक एवं कार्यालय की बेबसाईट पर अपलोड करने हेतु प्रेषित ।

9 श्री नरेश अहुजा / स.ते.प.अ. को इन्ट्रानेट एवं इन्टरनेट पर अपलोड संबंधी कार्य करने हेतु प्रेषित।

10 वरिष्ठ लेखापरीक्षा अधिकारी/ए.एम.जी-I (मुख्यालय), ए.एम.जी-II (मुख्यालय), ए.एम.जी-III (मुख्यालय), ए.एम.जी-IV (मुख्यालय), ए.एम.जी-V, (मुख्यालय) सामान्य स्थापना, ई.सी.पी.ए.

11 महामंत्री, सिनियर ऑडिट आफिसर्स एवं ऑडिट आफिसर्स एसोसिएशन, ग्वालियर

12 महामंत्री, एस.ए.एस. (ऑडिट वेलफेयर एसोसिएशन), ग्वालियर।

13 महामंत्री, (ऑडिट वेलफेयर एसोसिएशन), ग्वालियर।

14 सूचना पटल/ऑडिट भवन ।

15 गार्ड फाइल हेतु (03 प्रतियां)।

हस्ता/-

वरि. लेखापरीक्षा अधिकारी /पूशासन-11

**Email****DHIRENDRA KUMAR**

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**Fwd: Nomination of Senior Audit Officers and Assistant Audit Officers of Commercial Cadre for empanelment for posting to Office of the Principal Director of Audit, London.**

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**From :** PAG Audit I Madhya pradesh  
<agaumadhyapradesh1@cag.gov.in>

Fri, Jun 09, 2023 05:56 PM

 3 attachments**Subject :** Fwd: Nomination of Senior Audit Officers and Assistant Audit Officers of Commercial Cadre for empanelment for posting to Office of the Principal Director of Audit, London.**To :** Jitendra Tiwari <tiwarij@cag.gov.in>, DHIRENDRA KUMAR <dhirendrak.mp1.au@cag.gov.in>**Cc :** MANOJKUMARSINGHSHEORAN SrAO  
<sheoranmks.mp1.sca@cag.gov.in>

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**From:** "Praveen Kumar Minocha" <saoca1@cag.gov.in>  
**To:** "DGA Infrastructure Delhi" <pdainfradl@cag.gov.in>, "DGA Energy Delhi" <pdaenergydl@cag.gov.in>, "PDA Agriculture Food and Water Resources Delhi" <pdaafwr@cag.gov.in>, "PDA Shipping Mumbai" <pdashippingmum@cag.gov.in>, "Principal Director of Commercial Audit Mumbai" <pdcamumbai@cag.gov.in>, "PDA Mines Kolkata" <pdamineskol@cag.gov.in>, "DGA Coal Kolkata" <dgacoalkol@cag.gov.in>, "Director General of Audit Steel Ranchi" <dgasteelranchi@cag.gov.in>, "Director General of Commercial Audit Chennai" <pdcachennai@cag.gov.in>, "Principal Director of Commercial Audit Hyderabad" <pdcahyderabad@cag.gov.in>, "DG Railway Commercial" <pdarlycofmow@cag.gov.in>, "DGA RPU n M Railway" <pdarlyrpu@cag.gov.in>, "PAG Audit AP VIJAYAWADA" <agauandhrapradesh2@cag.gov.in>, "PAG AUDIT DELHI" <agaudelhi@cag.gov.in>, "PAG. GENERAL AND SOCIAL SECTOR AUDIT. GUJARAT. RAJKOT." <agaugujarat2@cag.gov.in>, "AG Audit II Karnataka Bengaluru" <agaukarnataka2@cag.gov.in>, "AG Audit II Kerala" <agaukerala2@cag.gov.in>, "AG Audit II Madhya Pradesh" <agaumadhyapradesh2@cag.gov.in>, "AG Audit II Maharashtra Nagpur" <agaumaharashtra2@cag.gov.in>, "agaumanipur" <agaumanipur@cag.gov.in>, "AG Mizoram" <agmizoram@cag.gov.in>, "AG Audit II Odisha Bhubaneswar" <agauorissa2@cag.gov.in>, "A.G.Audit.II.Rajasthan Jaipur" <agaurajasthan2@cag.gov.in>, "DIRECTOR GENERAL AUDIT CENTRAL CHANDIGARH" <pdacchandigarh@cag.gov.in>, "AG Audit II TN and PY, Chennai" <agautamilnadu2@cag.gov.in>, "PAG Audit I UP Allahabad" <agauuttarpradesh1@cag.gov.in>, "PAG Audit II West Bengal" <agauwestbengal2@cag.gov.in>, "RTI, Shillong" <rtishillong@cag.gov.in>, "PDA Environment And Scientific Departments Delhi" <pdaesd@cag.gov.in>, "PDA Industry and Corporate Affairs Delhi" <pdaica@cag.gov.in>, "AG AUDIT TELANGANA" <agautelangana@cag.gov.in>, "PAG AUDIT II GUJARAT AHMEDABAD" <pagau2gujarat@cag.gov.in>, "PAG Arunachal Pradesh" <agarunachalpradesh@cag.gov.in>, "PRINCIPAL ACCOUNTANT GENERAL ASSAM"

<agauassam@cag.gov.in>, "PAG Audit I Odisha Bhubaneswar"  
<agauorissa1@cag.gov.in>, "PAG AU Haryana Chandigarh"  
<agauharyana@cag.gov.in>, "PAG Audit I Madhya pradesh"  
<agaumadhyapradesh1@cag.gov.in>, "PAG Audit Jammu and Kashmir and Ladakh"  
<agaujammukashmir@cag.gov.in>, "AG Audit I Kerala" <agaukerala1@cag.gov.in>,  
"Director General of Audit Finance And Communication Delhi"  
<pdafincom@cag.gov.in>, "AG AU Chhattisgarh" <agauchhattisgarh@cag.gov.in>,  
"PAG AU, HP, Shimla" <agauhimachalpradesh@cag.gov.in>, "AG AUDIT PUNJAB"  
<agaupunjab@cag.gov.in>, "PAG Audit I Rajasthan Jaipur"  
<agaurajasthan1@cag.gov.in>, "AG Audit Bihar Patna" <agaubihar@cag.gov.in>, "AG  
Audit Uttarakhand" <agauuttarakhand@cag.gov.in>, "AG AU Goa"  
<agaugoa@cag.gov.in>, "PAG Audit I Karnataka Bengaluru"  
<agaukarnataka1@cag.gov.in>, "AG AU Meghalaya" <agaumeghalaya@cag.gov.in>

**Sent:** Friday, June 9, 2023 5:55:15 PM

**Subject:** Nomination of Senior Audit Officers and Assistant Audit Officers of  
Commercial Cadre for empanelment for posting to Office of the Principal Director of  
Audit, London.

Sir/Madam

I am directed to invite a reference to Principal Director (Personnel)'s letter No.1127-PD (P)/2023  
dated:09 June 2023 on the subject cited above (copy enclosed).

It is requested to recommend the names of eligible Senior Audit Officers and Assistant Audit  
Officers of **Commercial Cadre** as per the guidelines/criteria prescribed in the PD (P) letter  
dated: 09 June 2023.

The names along with Annexure-III and IV may please be sent to the Director General  
(Commercial)-II latest by **30 June 2023**. In addition, the recommendation letter and scanned  
copies of the Annexure-III and IV may also be sent in PDF format by e-mail at  
[saocal@cag.gov.in](mailto:saocal@cag.gov.in).

A 'NIL' recommendation may be sent where there are no suitable volunteers. No application will  
be entertained after 30 June 2023.

*(Signed copy of the letter attached)*

भवदीय,

वरिष्ठ प्रशासनिक अधिकारी  
(वाणिज्यिक लेखापरीक्षा- I अनुभाग)





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**London posting letter.pdf**

239 KB



**London Circular June 2023\_Annexures.pdf**

241 KB



**PDP letter 09June2023.pdf**

478 KB

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भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग,  
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &  
AUDITOR GENERAL OF INDIA  
9, DEENDAYAL UPADHYAYA MARG,  
NEW DELHI - 110 124

दिनांक / DATE 09 JUN 2023

सेवा में,

The Heads of Department of I&AD Offices,  
(As per mailing list).

विषय: **Nomination of Senior Audit Officers and Assistant Audit Officers of Commercial Cadre for empanelment for posting to Office of the Principal Director of Audit, London.**

Sir/Madam

I am directed to invite a reference to Principal Director (Personnel)'s letter No.1127-PD (P)/2023 dated:09 June 2023 on the subject cited above (copy enclosed).

It is requested to recommend the names of eligible Senior Audit Officers and Assistant Audit Officers of **Commercial Cadre** as per the guidelines/criteria prescribed in the PD (P) letter dated: 09 June 2023.

The names along with Annexure-III and IV may please be sent to the Director General (Commercial)-II latest by **30 June 2023**. In addition, the recommendation letter and scanned copies of the Annexure-III and IV may also be sent in PDF format by e-mail at [saocal@cag.gov.in](mailto:saocal@cag.gov.in).

A 'NIL' recommendation may be sent where there are no suitable volunteers. No application will be entertained after 30 June 2023.

Encl: As above

भवदीय,

*प्रो. तैयार*  
09/06/2023

वरिष्ठ प्रशासनिक अधिकारी  
(वाणिज्यिक लेखापरीक्षा-1 अनुभाग)

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

**No. 1127-PD(P)/2023**

**Date: 09 June 2023**

**To**

**Heads of Department of IA&AD Offices**

*(As per mailing list)*

**Subject: Nomination of Sr.AOs/AAOs/Sr.PSs/PAs for empanelment for posting to O/o Principal Director of Audit, London**

**Madam/Sir,**

It has been decided to prepare a panel of Sr. AOs/AAOs/Sr.PSs/PAs for posting to O/o Principal Director of Audit, London. I am, therefore, directed to request you to recommend names of eligible Sr.AOs/ AAOs belonging to Audit Wings alone (Civil, Commercial, P&T, Railway, Defence, etc.) and Sr.PS/PAs belonging to Audit as well as A&E Wings, for empanelment. The Officers/Officials should have outstanding service records and be suitable for posting in overseas Audit Offices. The maximum number of Officers/Officials that can be recommended by each Cadre Controlling Authority (CCA), is indicated in **Annexure-I**. While nominating Officers/Officials for posting abroad, the following guidelines/criteria may kindly be given due consideration:

- (a) Officers/Officials must have at least 7 full years' "Outstanding" APARs in the last 10 years. In respect of Sr.PS/PA, the Official nominated should have at least 4 "Outstanding" APARs in the last 10 years. In case, the total service of the Officer/Official is less than 10 years, she/he should have at least the required number of "Outstanding" APARs during her/his entire service.
- (b) Officers/Officials recommended should have completed at least 3 years of service (for Sr. AOs) and 5 years of service (for AAOs/Sr.PSs/PAs) in the respective grade as on 1<sup>st</sup> **January 2023**.
- (c) Sr. AOs should not be over 53 years of age as on 1<sup>st</sup> **January 2023**; AAOs should not be over 51 years; and Sr.PS/PA should not be over 54 years as on the above date. In case of Officials 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; 52 years for AAOs; and 55 years for Sr.PSs/PAs.
- (d) Officers/Officials 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/Officials who have had a posting abroad (including Bhutan) either in our Offices or in other Offices, Officers/Officials on Deputation/Foreign Service outside the Department, should also not be recommended. No exemption from this condition will be granted.
- (f) Officers (Sr. AOs and AAOs) 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. This would, however, not be applicable in case of Sr.PSs/PAs.
- (g) Officers/Officials 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 1<sup>st</sup> **January 2023**, before they are considered for this assignment.



(h) Officials 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/Official in his/her career.

(i) Sr. AOs/AOs recommended should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of [Sr.PSs/PAs](#), preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.

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

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

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

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

(n) Officers/Officials 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/Officials with younger children may be preferred. The nominated Officers/Officials 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) Officers/Officials nominated and his/her family should have a cosmopolitan attitude and be flexible in their habits.

(q) Names of eligible SC/ST Officers/Officials 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 **10 July 2023 (Monday)** [scanned copy also to be sent in PDF format by e-mail at [saoacp@caq.gov.in](mailto:saoacp@caq.gov.in) and [aao1pdp@caq.gov.in](mailto:aao1pdp@caq.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 2021-22 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/Officials working on deputation in Headquarters, their names may either be recommended by their respective CCAs 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/Officials 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/Officials 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 General (Commercial) for final recommendation of 5 (five) Sr.AOs (Commercial) and 5 (five) AAOs (Commercial). However, recommendations in respect of Sr.PS/PAs working in Commercial Offices may be sent to the undersigned directly.

8. Recommendations in respect of Sr.PSs/PAs working in the offices of Sr. Deputy Accountants General /Deputy Accountants General (A&E) in States may be sent through the respective controlling Accountants General.

9. Receipt of this letter may please be acknowledged.

**Yours faithfully,**

**Sd./-**  
**(V M V Nawal Kishore)**  
**Principal Director (Personnel)**

**Enclosures: As Above**

**Annexure-I**

(a) **All CCAs in the Audit Streams except Headquarters office.**

	<b><u>Cadre Strength</u></b>	<b><u>Number to be recommended</u></b>
<b><u>Sr. AOs</u></b>	0 – 100	1 (One)
	101 – 200	2 (Two)
	201 and above	3 (Three)
<b><u>AAOs</u></b>	0 – 100	1 (One)
	101 – 300	2 (Two)
	301 and above:	3 (Three)

(b) **Headquarters Office (CAG office)**

**Number to be recommended**

<b>Sr. AOs</b>	4 (Four)
<b>AAOs</b>	4 (Four)

In respect of Officers/Officials working on deputation in Headquarters, their names may be recommended either by their respective CCAs or locally through PD (HQ), with intimation to their respective CCAs. However, the total number of recommendations from Headquarters (including deputationists) should not exceed 4 (four) Sr.AOs and (4) four AAOs.

(c) **All CCAs (Audit & Accounts) and Headquarters office**

**Number to be recommended**

<b>Sr.PS/PA</b>	All CCAs (Audit and A&E) and Headquarters Office shall forward names of all eligible and willing officials for consideration..
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**Annexure-II**

**No. F.16/32/74-Estt (SCT)  
Government of India/Bharat Sarkar  
Cabinet Secretariat/Mantrimandal Sachivalaya  
Department of Personnel & Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)**

**New Delhi, dated the 3<sup>rd</sup> April 76.**

**OFFICE MEMORANDUM**

**Sub: Consideration of cases of Scheduled caste and Scheduled Tribes has made the following recommendations in his Report for the years 1971-73.**

**RECOMMENDATION NO. 85**

“The claims of the Scheduled Caste and Scheduled Tribe Government employees should be considered sympathetically in case of appointments abroad, to enable them to acquire experience of working in the Government of India offices in foreign countries. Their stay in a country for a couple of years will, by itself, be a very useful experience for the SC and ST Government servants and will help them a lot in broadening their outlook and bringing them up socially and economically. The Union Government of Supply have decided to give some relaxations in standards while considering cases of SC and ST employees for being posted to the Indian Supply Missions in London and Washington. The Department of Personnel and Administrative Reforms should take up the matter with other Ministries/Departments concerned of the Government of India for giving the relaxation in standards in case of Scheduled Caste and Schedule Tribe employees, while selecting persons for postings abroad.”

The recommendation has been considered. While it will not be possible to provide for any specific norm of relaxation in favour of SC and ST employees in this matter, the undersigned is directed to impress on all the Ministries that whenever they have to post officers serving under them in units etc. located in foreign countries, the eligible employees belonging to Scheduled Caste and Scheduled Tribes should also be considered along with others for such postings.

Sd./-  
**(NR SUBRAMANYAN)**  
**Deputy Secretary to The  
Government of India**

**Annexure-III**

**Proforma showing the bio-data and family particulars of  
 Sr.AOs/AAOs/Sr.PSs/PAs 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 and (ii) Age as on 01.01.2023	
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 (in case of SAOs/AAOs only)	
11. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO) or Sr.PS/PA	PA: Sr.PS: AAO (including erstwhile SO): Sr. AO (including AO):
12. Number of years completed in the grade as on 1.1.2023 a)Sr.AO (AO/Sr.AO combined) b)AAO (SO/AAO combined) c)Sr.PS d)PA	
13. Present pay & Level	Rs.

13. Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>			
14. Details of previous deputation/foreign service/ UN Audit/Embassy Audit : Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>			
15. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
16. Whether cooling-off period of 3 years completed on 01.01.2023.	Yes / No.			
17. Proficiency in Computer: (Details may be given)				
18. Details of family	<u>Sl No.#</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
19. 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</u>
20. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
21. Chances of promotion to next higher grade in the next five years.	<b>A Certificate to the effect to be furnished by the respective office(s).</b>			
22. Contact details (Phone No and email address)				
23. 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 (only for Sr. AOs and AAOs).

**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.***

**Annexure-IV**

**ABSTRACTS OF APARs/ ACRs FOR THE LAST TEN YEARS UP TO 2021-22**

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

SI No.	Name & Designation	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13
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/Officials 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/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

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

O/o-----

Place-----

**Date:** .....