



सत्यमेव जयते

परिपत्र (प्रशासन)

मुख्यालय कार्यालय के पत्र क्रमांक. 1127-PD(P)/2024 दिनांक 04.11.2024 के संदर्भ में इस कार्यालय के पात्र/ इच्छुक नियमित वरिष्ठ लेखापरीक्षा अधिकारियों/ सहायक लेखापरीक्षा अधिकारियों (वाणिज्यिक व सिविल) से India Audit Office, नैरोबी, केन्या, में तैनाती हेतु पैनल में शामिल करने के लिए आवेदन आमंत्रित किए जाते हैं।

In pursuance to Hqrs. Office vide letter No. 1127-PD (P)/2024 dated 04.11.2024 nominations of eligible/willing Sr. Audit Officers/Asstt. Audit Officers (Civil & Commercial) are invited for empanelment for overseas posting to the **India Audit Office, Nairobi, Kenya.**

उपरोक्त कार्यालय में तैनाती के लिए पैनल में शामिल होने के इच्छुक और निर्धारित पात्रता मानदंडों (सलंगन) को पूरा करने वाले वरिष्ठ लेखापरीक्षा अधिकारी एवं सहायक लेखापरीक्षा अधिकारी (सिविल एवं वाणिज्यिक) अपना बायोडाटा तथा पारिवारिक विवरण निर्धारित प्रोफार्मा (अनुलग्नक-III) (प्रीत सलंगन) में प्रशासन अनुभाग में दिनांक 11.11.2024 तक प्रस्तुत कर सकते हैं।

Sr. Audit Officers/Asstt. Audit Officers (Civil & Commercial) desirous for empanelment for posting in the aforesaid overseas office and fulfilling the eligibility criteria prescribed (Copy enclosed) may submit their bio data & family particulars in the prescribed proforma (Annexure-III) (Copy Enclosed) to Administration section latest by 11.11.2024.

अधिकारी पैनल में शामिल होने के लिए आवेदन प्रस्तुत करने से पहले हर तरह से अपनी पात्रता सुनिश्चित कर लें। जिन अधिकारियों/कर्मचारियों के पास अपेक्षित एपीएआर बेंचमार्क नहीं है, उन्हें आवेदन करने की आवश्यकता नहीं है।

Officers may ascertain their eligibility in all respects prior to submitting willingness/proforma for empanelment. Officers not having requisite APAR benchmark for the prescribed number of full years need not apply.

(प्राधिकार: प्रधान महालेखाकार महोदय के आदेश दिनांक 06.11.2024)

हस्ता/-

वरि० उप महालेखाकार (प्रशासन)

संख्या:- प्रशासन/ले०प०/प्रतिनियुक्ति/आईएएंडएडी/2024-25/2674-76 दिनांक: 06-11-2024

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है:

1. सचिव प्रधान महालेखाकार
2. निजी सहायक, सभी समूह अधिकारी
3. संयुक्त ई मेल (cag-all-audithp@ismgr.cag.gov.in)

वरि० लेखापरीक्षा अधिकारी (प्रशासन)

Instructions-cum Eligibility criteria for nomination of Sr. AOs/AAOs for empanelment for posting to India Audit Office, Nairobi, Kenya.

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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 can be recommended.
- v. 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, will not be recommended. No exemption from this condition will be granted.
- vi. 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, shall only be recommended. No exemption from this condition will be granted.
- vii. 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.
- viii. Officers should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past.
- ix. Officers recommended should have adequate experience in Audit. Proficiency in computer software applications, particularly MS Office is a must.
- x. Officers nominated should possess substantially high capacity to do original work.
- xi. 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.
- xii. Nominated Officers' commitments at home should not be such as would hamper their effective performance of their official duties abroad.
- xiii. Nominated Officers should have a small-sized family. The spouse should be able to speak and write English fluently.
- xiv. Nominated Officers and their family should be good representatives of the Country.
- xv. 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. No request for extension of tenure, for any reason whatsoever, will be entertained from officers selected and deputed for a posting abroad,.
- xvi. Nominated Officers and her/his family should have a cosmopolitan attitude and be flexible in their habits.

**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.