

प्रधानमहालेखाकार(लेखापरीक्षा-I)का कार्यालय, ओडिशा,भुवनेश्वर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
ODISHA: BHUBANESWAR.

C I R C U L A R

Sub: Nomination of Sr. AOs/AAOs/Sr. PSs/PAs for empanelment for posting to O/o the DGA, London, O/o the PDA, Washington and O/o the PDA, Kuala Lumpur

A copy of the Headquarters office letter No.1127-PD(P)/2025 dated 29.01.2025 along with enclosures in connection with empanelment of eligible of Sr. AOs/AAOs/Sr. PSs/PAs for posting in the O/o the Director General of Audit, London, O/o the Pr. Director of Audit, Washington and O/o the Pr. Director of Audit, Kuala Lumpur is hosted on the web site <https://cag.gov.in/ag1/odisha/en> of this office for information of all concerned, which is available under Menu<Functions, Administration, Circular & Orders>. Willingness of the officials for recommendation along with Bio-data in Annexure-III may be forwarded to DAG/Admn latest by 10.02.2025 for further processing at this end.

However, in case of Sr. AOs/AAOs (Coml) posted in the office of the Accountant General (Audit-II), Odisha, the recommendations is to be made by the concerned Head of the Department to the Director General (Commercial)-II directly.

Accordingly, all the Group Officers/Group Officer in-charge of Administration are hereby requested to forward the willingness of the eligible officers along with biodata (duly word processed) in Annexure-III within the stipulated date.

संलग्नक: उपरोक्तानुसार

Sd/-

उप महालेखाकार/प्रशासन

Memo No. Admn (Au-I)/Conf. Cell/09/2024-25/237

Date:05.02.2025

Copy for kind information and necessary action forwarded to:-

1. The Secretary to the Pr. AG (Audit-I), Odisha, Bhubaneswar.
2. The Secretary to the AG (Audit-II), Odisha, Bhubaneswar.
3. The Director/CRA, O/o the PD of Audit (C), Hyderabad, Branch: Bhubaneswar
4. The DAG/Admn, DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, DAG/AMG-V, O/o the Pr. AG (Audit-I), Odisha, Bhubaneswar.
5. The DAG/Admn, DAG/AMG-I, DAG/AMG-II, Branch: Puri, DAG/AMG-III, O/o the AG (Audit-II), Odisha, Bhubaneswar.
6. The Sr. AO of the following sections of the O/o the Pr. AG (Audit-I), Odisha, Bhubaneswar for necessary action.

| | | | | |
|----------------|-----------------|------------------|-----------------|----------------|
| Admn, | OE & Cash | Office Mgt. | Estate Cell | Trg & Exam/ |
| AMG-I (Co-ord) | AMG-II (Co-ord) | AMG-III (Co-ord) | AMG-IV (Co-ord) | AMG-V (Co-ord) |
| Report/PAC | Report (LB) | Legal Cell/ITA | Roort(M) | DA & RC |

7. The Sr. AO of the following sections of the O/o the AG (Audit-II), Odisha, Bhubaneswar for necessary action.

| | | | | |
|------------------|--------------|-------------|----------------|-----------------|
| Admn, | OE & Cash | Office Mgt. | Training | Vigilance |
| ECPA | EDP Cell | ITA | AMG-I (Co-ord) | AMG-II/OE, Puri |
| AMG-III (Co-ord) | Report/Civil | Report/PSU | | |

8. The Sr. AO/Admn, O/o the PD of Audit (CRA), Hyderabad, Branch: Bhubaneswar for necessary action.

9. The Sr.AO/ DA & RC. The PDF file of the Circular along with the stated HQRs letter hosted in office web site.

10. Notice Board.

समिति प्रपक्ष
05/02/2025

वरिष्ठ लेखापरीक्षा अधिकारी/गोपनीय कक्ष

Annexure-III

**Proforma showing the bio-data and family particulars of
Sr.AOs/AAOs/SrPSs/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 (ii) Age as on 01.01.2025 | |
| 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) / SrAO (including erstwhile AO) or SrPS/PA | AAO (including erstwhile SO): SrAO (including erstwhile AO): OR PA: PS: SrPS: |
| 12. Number of years completed in the grade as on 01.01.2025 a) SrAO (AO/Sr.AO combined) b) AAO (SO/AAO combined) | |
| c) PA d) SrPS | |
| 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 01.01.2025. | 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 (*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.