

**[Cag-all-offices] Deputation Circular for Headquarters****From :** MP Hemantha Kumar <saoestablishment@cag.gov.in>

Wed, Jun 18, 2025 10:51 PM

**Subject :** [Cag-all-offices] Deputation Circular for Headquarters

2 attachments

**To :** CAG-ALL-OFFICES <CAG-ALL-OFFICES@ismgr.nic.in>, cag-all-users@ismgr.nic.in**Cc :** Ranjeet Singh <singhr3@cag.gov.in>, Rohit Raj Kholia <aaestablishment@cag.gov.in>, SANJAY KUMAR <sao6is@cag.gov.in>

Sir/Madam,

I am directed to forward the attached letter and document, for wide circulation among all IAAD staff.

This issues with the approval of the competent authority.

Best regards

Hemantha Kumar  
SAO Establishment

Ag 18.06.25

CAG-ALL-OFFICES mailing list -- cag-all-offices@ismgr.nic.in  
To unsubscribe send an email to cag-all-offices-leave@ismgr.nic.in

— Hqrs deputation - Step by Step instructions and technical support contact.pdf

771 KB

— Hqrs deputation letter.pdf

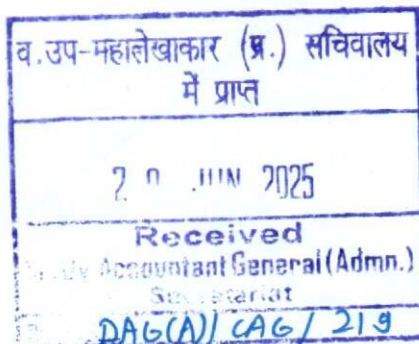
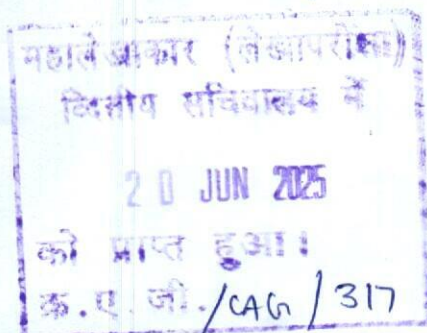
253 KB

CAG/Admn

MF 20/6

Sh. Mukher  
Sh. Prasad  
& Gajbajpe  
Sh. 20/6Please circulate  
immediately.

CAG/Admn

CAG-109  
23/06/25

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 18-06-2025

To

All Heads of offices in IA&AD  
(As per mailing list except Overseas Audit Offices)

**Subject: Filling up of various posts in Headquarters on Deputation basis**

Madam/Sir,

The Headquarters requires the services of competent/willing staff in various cadres (SAO/AAO/Sr.Adr/Adr/Steno/PA/PS/DEO) from various field offices, on deputation basis. The terms and conditions of deputation and other terms will be as per extant orders/rules on the subject.

2. The initial period of deputation will be for a period of one year and may be extended thereafter subject to suitability and administrative convenience. Officers/officials applying for deputation should have completed their probationary period.

3. The interested officers/officials may apply directly in the CAG website through the link below <https://cag.gov.in/admin/en/users/login?ref=applicant-proforma-designation>. APARs for the shortlisted applications along with VC/DC will be sought from the respective cadre controlling authorities in due course

The last date for acceptance of applications will be July 04, 2025. Thereafter link will be disabled.

This may be given wide publicity.

Yours faithfully

(Ranjeet Singh)  
Director (Personnel)

## Information relating to applying for deputation and technical support

It is suggested, that for applying for deputation, the cag.gov.in may be opened in the web browser in incognito mode, so as to not face any problems related to history and cache memory.

### Step 1: Open cag.gov.in (Open in English)



**Step 2:** Go to Menu-> Employee Corner -> Deputation in Headquarters. Please click on apply for "Deputation in Headquarters"



**Step 3:** On Clicking on “Deputation in Headquarters”, the login window will open. Login using your NIC login ID. This accepts only the [cag.gov.in](http://cag.gov.in) ids assigned to the individual employee. On giving the user id and password along with the captcha code the user will be taken to Step 4.

Comptroller & Auditor General of India  
Supreme Audit Institution of India

Comptroller and Auditor General of India

Login

Username / Email ID \*

Password \*

Captcha

inKMAN

Login

Work To do today

**Step 4:** Multi menus window for applying for deputation for various posts SAO/AAO/Sr. Auditor/Sr. Accountant/Auditor/Accountant/Steno/DEO will be displayed. On clicking the Apply button for the particular post, the user will be taken to Step 5.

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Deputation List

Home > Deputation List

Search by title

Apply

Reset

Apply for SAO  
SAO

Apply for AAO  
AAO

Apply for Sr.Auditor/Accountant  
Sr.Auditor/Accountant

Apply for Auditor/Accountant  
Auditor/Accountant

Apply for Steno  
Steno

Apply for DEO  
DEO

Contact Us

- 1. Training and Orientation
- 2. Recruitment Notice
- 3. Student Intern Program
- 4. Young Professionals Program
- 5. Employment of Research Associates (RAs) (SC) / ST
- 6. Employment of Research Associates (RAs) (OBC) / EWS - Date Extension
- 7. Recruitment of Official Clerks to conduct with the family members of deceased Chartered Accountants of CAG's Office
- 8. Recruitment of official clerks as per regular clerical

## Step 5: Fill the Proforma for applying for deputation:

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Comptroller and Auditor General of India  
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Applicant Proforma

Home > Applicant Proforma

To be filled by the Applicant Proforma (checking for the date of Officers/D Staffs for induction in Headquarters on deputation basis)

Name	Designation	Grade
Mobile No.	Empid	Date of Birth
Age		DDMMYY
Qualification		
Educational	Professional	
Office to which belongs		
Present Office	Office and station in which working at present	
Whether belongs to SC/ST	Type of service with Govt. Service	Date of entry in RAS
		DDMMYY

## Step 6 : After filling in the details in proforma, the user can submit the form by clicking on the submit button.

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### Office to which belongs

Present Office	Office and station in which working at present	
Whether belongs to SC/ST	Date of entry into Govt. Service	Date of entry in RAS
Type of service with Govt. Service	RA/CPG - R/S Appointment Examination	Date of joining RA/CPG - R/S Appointment Examination
Date of entry into Govt. Service	Date of appointment in Govt. Service	Attn Date
13/06/2025		
Number of years completed in the grade at present	Project Pay Limit	

### Working Experience

Salary Type	130	Remove
Add More		
Special H. Staff Certificate	Letter/Advantage of any working benefit	Any other information (including personal address of the spouse, the children, marital status, present, previous, profession in foreign language, present held in education, sports, etc.)
Document Photo (pdf, jpeg, png)	Consent Signature (pdf, jpeg, png)	
Choose File No file chosen	Choose File No file chosen	
Signature		
Submit		

In case of any technical difficulty, the following technical support officers may be contacted:

Name of the Official: Shri Sanjay Kumar, SAO

Wing: IS Wing/CAG Hqrs

Email ID: saobis@cag.gov.in

Contact No.: 011-23509-378/ +91-9818844526

Name of the Official: Shri Deep Kumar, AAO

Wing: IS Wing/CAG Hqrs

Email ID: aaobis@cag.gov.in

Contact No.: 011-23509-419/ +91-7696071629