

कार्यालय महालेखाकार (लेखा व हकदारी) पंजाब एवं यू टी, सेक्टर 17 ई, चंडीगढ़-160017
Office of the Accountant General (A&E) Punjab & UT, Sector 17E,
Chandigarh-160017
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परिपत्र
(CIRCULAR)

भारत के नियंत्रक एवं महालेखा परीक्षक, नई दिल्ली के कार्यालय में विभिन्न संवर्गों (SAO/AAO/Sr. ADR/Steno/PA/PS/DEO) में सक्षम/इच्छुक कर्मचारियों की सेवाएं प्रतिनियुक्ति के आधार पर आमंत्रित किए गए हैं। प्रतिनियुक्ति की शर्तें और नियम नीचे दिए गए हैं:

1. प्रतिनियुक्ति की प्रारंभिक अवधि एक वर्ष की अवधि के लिए होगी और उसके बाद उपयुक्तता और प्रशासनिक सुविधा के आधार पर इसे बढ़ाया जा सकता है। प्रतिनियुक्ति के लिए आवेदन करने वाले अधिकारियों/कर्मचारियों को अपनी परिवीक्षा अवधि पूरी कर लेनी चाहिए।
2. इच्छुक अधिकारी/कर्मचारी नीचे दिए गए लिंक <https://cag.gov.in/admin/en/users/login?ref=applicant-proforma-designation> के माध्यम से सीधे सीएजी वेबसाइट पर आवेदन कर सकते हैं।
3. आवेदन स्वीकार करने की अंतिम तिथि **04 जुलाई, 2025** होगी। उसके बाद लिंक निष्क्रिय कर दिया जाएगा।

Office of the Comptroller and Auditor General of India, New Delhi has invited the services of competent/willing staff in various cadres (SAO/AAO/Sr. ADR/Steno/PA/PS/DEO) on deputation basis. The terms and conditions of deputation given below:

1. 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 probation period.
2. 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>.
3. The last date for acceptance of application will be July 04, 2025. Thereafter link will be disabled.

वरि. लेखा अधिकारी (प्रशासन 1)

प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है

1. सूचना प्रौद्योगिकी सहायता कक्ष आधिकारिक वेबसाइट में अपलोड करने के लिए
2. कार्यालय आदेश फाईल
3. सूचना पट्ट

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.

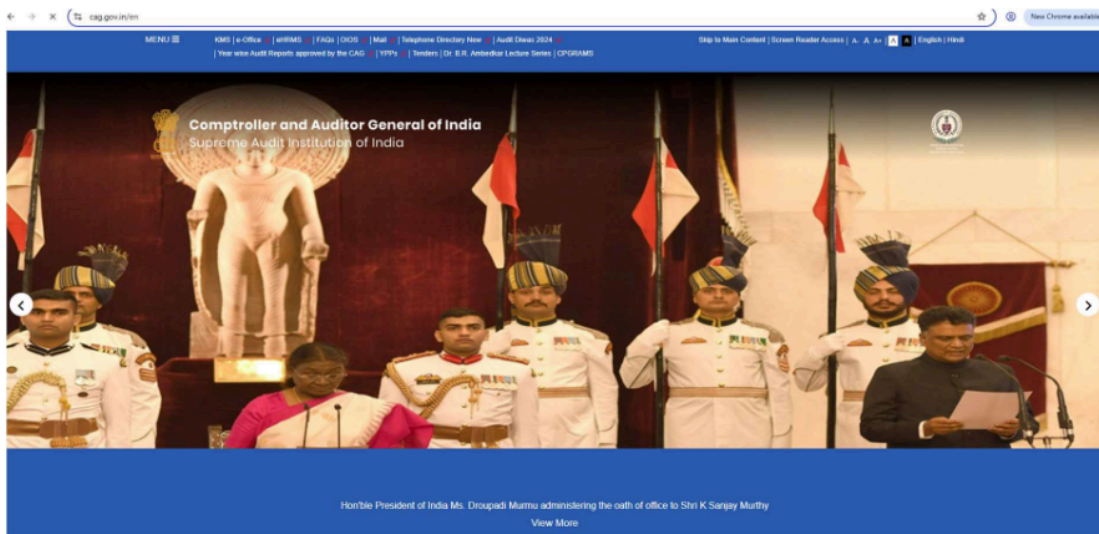
Yours faithfully

(Ranjeet Singh)
Director (Personnel)

Information relating to applying for deputation and technical support

It is suggested, that for applying for deputation, the cag website (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)



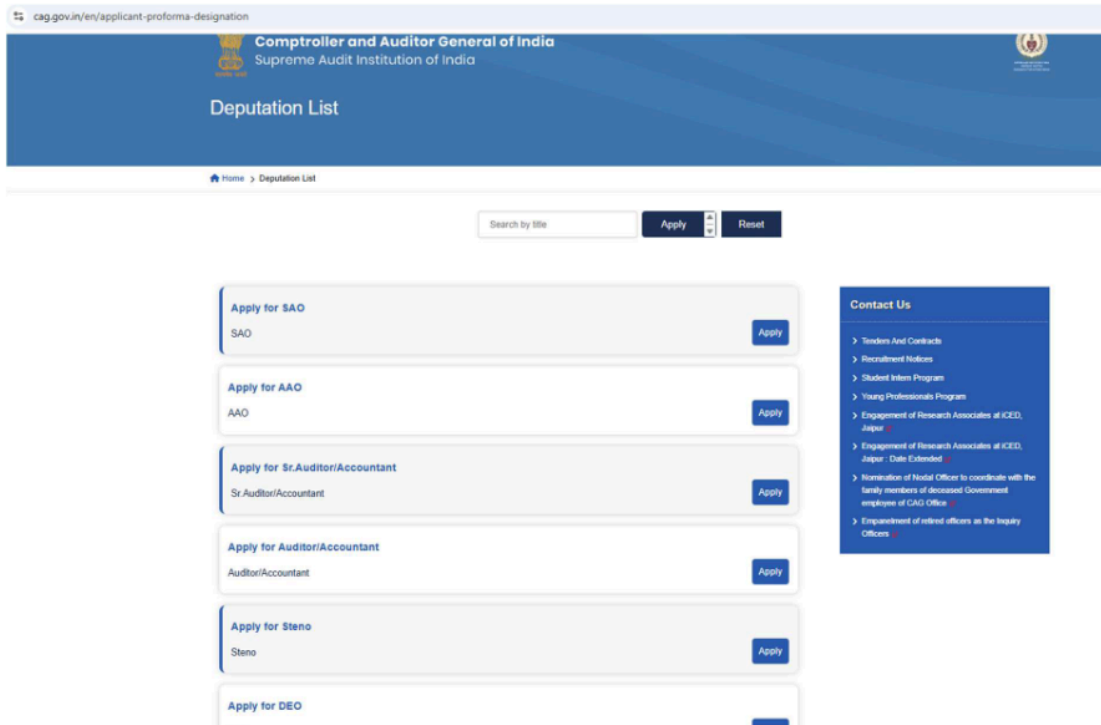
Step 2: Go to Menu-> Employee Corner -> Deputation in Headquarters. Please click on apply for “Deputation in Headquarters”



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 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.



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.



Step 5: Fill the Proforma for applying for deputation:



To be filled by the Applicant Proforma showing the bio-data of Officers/Officials for induction in Headquarters on deputation basis

Name	Stream	Gender
<input type="text"/>	--Select--	--Select--
Mobile No.	Email	Date of Birth
<input type="text"/>	<input type="text"/>	DDMM/YYYY
Age		
<input type="text"/>		
Qualification		
Educational	Professional	
<input type="text"/>	<input type="text"/>	
Office to which belongs		
Parent Office	Office and station in which working at present	
--Select--	--Select--	
Whether belongs to SC/ST?	Date of entry into Govt. Service	Date of entry in IA&AD
--Select--	DDMM/YYYY	DDMM/YYYY

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

The screenshot shows the bottom portion of the Applicant Proforma form. It includes the following sections:

- Office to which belongs**: Fields for 'Parent Office', 'Office and station in which working at present', 'Whether belongs to SC/ST?', 'Date of entry into Govt. Service', and 'Date of entry in IA&AD'.
- Examinations**: Fields for 'Year of passing SOG Examination', 'RAE/CPD-I, II & Incentive Examination', and 'Year of passing RAE/CPD-I, II & Incentive Examination'.
- Promotion/Appointment**: Fields for 'Date of promotion/appointment as AAO', 'Date of promotion/appointment as SAO', and 'As on Date' (pre-filled with 18/06/2025).
- Pay Level**: Field for 'Present Pay Level'.
- Working Experience**: A table with columns for 'Type', 'Title', and 'Remove'. An 'Add More' button is present.
- Achievements**: Fields for 'Select if Merit Certificate', 'Other Achievements, if any including sports', and 'Any other information, (not being covered under any of the above, like courses presently being pursued, proficiency in foreign languages, positions held in societies, sports bodies, etc.)'.
- Attachments**: Fields for 'Passport Photo (.jpg, .jpeg, .png)' and 'Candidate Signature (.jpg, .jpeg, .png)', both with 'Choose File' and 'No file chosen' options.
- Security**: A 'Captcha' field with the text 'INDM' and a refresh icon.
- Submit**: A blue 'Submit' button, which is circled in yellow.

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: sa06is@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: aa06is@cag.gov.in

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