

प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश का कार्यालय, ग्वालियर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-I), M.P., GWALIOR

OE-11/G-6/Outside IA&AD Deputation/00-441

दिनांक-17.12.2025

कार्यालय आदेश/OFFICE ORDER-441

प्रतिनियुक्ति संबंधी मुख्यालय के पत्र संख्या 60-स्टाफ(एप)-I/14-2023 दिनांक: 27.01.2025 (संलग्न) द्वारा जारी नीति/दिशा-निर्देशों के संदर्भ में यह सूचित किया जाता है कि उक्त प्रतिनियुक्ति नीति/दिशा-निर्देशों को इस कार्यालय के समस्त सम्बंधित अधिकारियों एवं कर्मचारियों के बीच संज्ञानार्थ एवं अनुपालन हेतु परिचालित किया जाता है।

सभी संबंधित अधिकारियों एवं कर्मचारियों को निर्देशित किया जाता है कि वे प्रतिनियुक्ति से संबंधित मामलों में उक्त नीति/दिशा-निर्देशों के प्रावधानों का सावधानीपूर्वक अवलोकन करें तथा भविष्य में प्रतिनियुक्ति हेतु अपने आवेदन केवल निर्धारित नीति/दिशा-निर्देशों के अनुरूप ही प्रस्तुत करें। नीति/दिशा-निर्देशों के प्रावधानों के अनुरूप न होने वाले आवेदनों पर विचार नहीं किया जाएगा।

With reference to the deputation policy / guidelines issued vide HQrs' letter no.60-Staff(App-I)/14-2023 dated: 27.01.2025 (enclosed), it is hereby informed that the said deputation policy / guideline is circulated among all concerned officers and official of this office for information and strict compliance.

All concerned officers and official are directed to carefully go through the provisions of the said policy / guideline and ensure that any application for deputation, submitted in future, is strictly in accordance with the prescribed policy / guideline. Applications not conforming to the provisions of the policy / guideline shall not be considered.

संलग्न: ऊक्तानुसार।

हस्ता-

उप महालेखाकार /प्रशासन

दिनांक-

पृष्ठांकन- OE-11/G-6/Outside IA&AD Deputation/

प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित -

1. सचिव, प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय,म.प्र.,ऑडिट भवन, ग्वालियर।
2. उप महालेखाकार (प्रशासन), महालेखाकार (लेखापरीक्षा-II) मध्य प्रदेश का कार्यालय, 53-अरेरा हिल्स, होशंगाबाद रोड, भोपाल।
3. उप निदेशक (केन्द्रीय), महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति) नई दिल्ली का कार्यालय, शाखा ग्वालियर
4. उप महालेखाकार/प्रशासन, AMG-I, II, III, IV & V, प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय,म.प्र.,ऑडिट भवन, ग्वालियर।
5. उप महालेखाकार/प्रशासन, महालेखाकार (लेखा एवं हक) का कार्यालय, म.प्र., ग्वालियर को आपदा प्रबंधन कार्य हेतु प्रेषित।
6. वरि. लेखापरीक्षा अधिकारी / ITA, Report-I, Report PAC, Co-ordination Cell, APDAC, SMU, Audit Impact Cell

7. वरि. लेखापरीक्षा अधिकारी / प्रशासन- 12, 13, 14, सामान्य अनुभाग, कार्यपालन शाखा, विधि कक्ष (प्रशिक्षण), गोपनीय कक्ष, हिंदी अनुभाग एवं फास एम।
 8. वरि. लेखापरीक्षा अधिकारी / ए.एम.जी.-I (रिपोर्ट/वेटिंग), ए.एम.जी.-II (रिपोर्ट/वेटिंग), ए.एम.जी.-III (रिपोर्ट/वेटिंग), ए.एम.जी.-IV (रिपोर्ट/वेटिंग), ए.एम.जी.-V (रिपोर्ट/वेटिंग), टी.जी.एस., अनुदान लेखापरीक्षा, केन्द्रीय समन्वय, मैनुअल सेल, QCC, कल्याण शाखा।
 9. सहायक लेखापरीक्षा अधिकारी/DAG'Cell, AMG-I, II, III, IV एवं V
 10. वरि. लेखापरीक्षा अधिकारी /आई.एस.विंग को इन्ट्रानेट पर एवं वेबसाईट पर अपलोड करने हेतु।
 11. श्री उत्कर्ष यादव / स.ले.प.अ. (उ.म.ले./प्रशासन सचिवालय) को इन्ट्रानेट एवं इन्टरनेट पर अपलोड सुनिश्चित करने हेतु।
 12. महामंत्री, एस.ए.एस. (ऑडिट वेलफेयर एसोसिएशन), ग्वालियर।
 13. महामंत्री, ऑडिट वेलफेयर एसोसिएशन, ग्वालियर।
 14. महामंत्री, सीनियर ए.ओ.एसोसिएशन, ग्वालियर।
- हार्ड कॉपी के माध्यम से-
15. सूचना पटल/ऑडिट भवन।
 16. गार्ड फाइल हेतु (03 प्रतियां)।


वरि. लेखापरीक्षा अधिकारी / प्रशासन-11

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



No. 60 -Staff (App)-I/14-2023

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

दिनांक / DATE 27.01.2025

To

All Heads of Department in IA&AD
Director General (Training)
Director General (Commercial)
Director (P)

Subject: Deputation of staff within Indian Audit & Accounts Department

Madam/Sir,

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD up to 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office on yearly basis. There is no limit on the tenure of deputation of officers within the IA&AD. This policy was reviewed by the Competent Authority as it led to skewed distribution at the field as well as its limited utility. In supersession of HQrs. letter no. 1468-Staff (App)-I/08-2016 dated 09.11.2023, the revised guidelines on the subject cited above are enclosed as annexure for your information and further necessary action at your end.

2. Staff members who are currently on deputation beyond 07 years shall be allowed to continue their present approved term of deputation for another 06 months from the date of issue of these guidelines, to give them and their parent office the time for preparation of repatriation.
3. These guidelines will come into force with immediate effect.
4. Please acknowledge receipt of this letter.

Yours faithfully,

Encl: As above


(Sumeet Kumar)
Assistant Comptroller & Auditor General (N)-1

Deputation of Staff within Indian Audit & Accounts Department

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD upto 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office without any limit resulting in many staff remaining on deputation within the IA&AD for decades defeating the meaning of deputation. This decade old policy was reviewed as it led to skewed distribution at the field as well as its limited utility. The revised guidelines are as follows. These guidelines will also cover deputation from field offices to CAG office (HQrs).

- a. The officers can avail of deputation within IA&AD for a maximum period of 12 years during their career, with the duration of each deputation tenure limited to maximum of 05 years. It can be extended to a maximum of 7 years on (5+2 basis) in exceptional cases. There will be mandatory cooling off period of 03 years after a deputation, including deputation outside the department.
- b. A request for deputation will be entertained by the Cadre Controlling Authority or the CAG Headquarters office only if it is received along with NOC/consent of the borrowing office.
- c. Deputation beyond 05 years upto 07 years on (+2 years) basis will be considered by DG (Staff) for approval on case to case basis. A request for extension of deputation beyond 05 years will be entertained by the Competent Authority only if it is forwarded along with NOC of the borrowing office, with cogent reasons and at least three months prior to the expiry of the period of deputation.
- d. Deputation is valid only for the period for which it is approved and any extension is neither automatic nor should be presumed merely on the ground that the Cadre Controlling Authority or the employee have made a request for extension. The employee concerned shall be entitled to draw salary in the borrowing office to which he/she has been deputed only for the approved period of deputation. The employee shall not be entitled to draw salary etc. after expiry of the period of deputation.
- e. An employee on such deputation shall relinquish charge and get himself/herself relieved on the last day of his/her deputation, if no orders extending his/her deputation by the concerned Cadre Controlling Authority are received. An employee who does not hand over charge at the end of the approved period of deputation will be immediately liable to disciplinary action and break-in-service for the period beyond the approved date. All orders of deputation will carry endorsement to this effect. Further, an endorsement will also be made to the Pay & Accounts office to stop payment of salary to the employee beyond the approved period of deputation.
- f. Ordinarily directly recruited officials shall be eligible to apply for deputation only after successful completion of probation period and after completing 5 (five) years of service.

- g. Deputation of officials within IA&AD shall be permitted if the vacancy is up to 25 percent of sanctioned post in the Cadre Controlling Office. The vacancy position for this purpose would be calculated on a half yearly basis, as on 01st January and 01st July of the year.
- h. While calculating vacancy for the cadre of Sr. AO, number of Sr. AO (ad-hoc) shall be counted along with PIP of regular Sr. AO against sanctioned strength of Sr. AO. Similarly, while calculating vacancy for the cadre of AAO, number of AAO (ad-hoc), AAO (RT) and SAS passed officials waiting for promotion to the post of AAO shall be counted along with PIP of regular AAO against sanctioned strength of AAO.
- i. Any deputation shall require the approval/ consent of both the borrowing and lending (cadre controlling) authorities. Therefore under normal circumstances cases of deputation shall not be sent to HQrs (Staff Wing) for approval.
2. In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every Head of the Departments of IA&AD may obtain the recommendation of the transfer posting committee of the office/station, before approving the deputation.
3. For deputation to CAG office (HQrs), DG (HQ) is the competent authority to call for deputation and selection, posting and repatriation of offices. Committee has been constituted for this purpose vide order dated Oct, 2024.
4. The tenure of deputation once approved shall not be taken for granted and the deputationist is liable to be repatriated back if his/her performance and conduct is not up to the mark, to the satisfaction of the borrowing authority, or for other administrative reasons.
5. The aforesaid revised guidelines shall however, not be applicable in respect of the following deputation cases:
- i. J&K Migrant officials who are on deputation to different field offices as per the orders of the Hon'ble High Court of J&K.
 - ii. Physically handicapped officials.
 - iii. Deputation to RCB&KIs/NAAA/iCISA/iCED may be allowed for a period of 09 years at a time and for a total period of 15 years during service.
6. Presently, deputation of staff of a Field Office to the Welfare Wing of the same Field Office (Welfare Asst, Assistant Welfare Officer, etc) are sent to HQrs for approval. Head of Departments may approve these cases at their end and not submit it to HQrs.
7. Any deviation from the revised deputation policy shall be forwarded for approval of the Headquarters (Staff Wing) with due justification.
8. In case of administrative exigencies, the above guidelines may be relaxed by DAI (HR) as a Competent Authority.

23/11/24
(Sumeet Kumar)

Assistant Comptroller and Auditor General (N)-I