

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

क्र.प्रशा-XI/स-1/फ-238 Vol.V/CRAnCEA/का.आ/491

दिनांक: 09.02.2026

कार्यालय आदेश/ Office Order-491

मुख्यालय के परिपत्र क्रमांक 05-स्टाफ विंग/2026 दिनांक 06.02.2026 (प्रति संलग्न) के अनुपालन में, CEA एवं CRA कैडर की प्रारूप वरिष्ठता सूची (Draft Seniority List) SAI प्रशिक्षण पोर्टल पर प्रकाशित की गई है।

उक्त के सम्बन्ध में समस्त अधिकारियों (SAOs/AAOs) को निर्देशित किया जाता है कि वे पोर्टल पर अपने वरिष्ठता विवरण का सावधानीपूर्वक सत्यापन करें एवं किसी भी त्रुटि (यदि कोई) की स्थिति में उचित सहायक दस्तावेजों के साथ अपना अभ्यावेदन (Representation) दिनांक 09.02.2026 तक उप महालेखाकार/प्रशासन को प्रस्तुत करना सुनिश्चित करें।

In compliance of Headquarters' Circular No. 05-Staff Wing/2026 dated 06.02.2026 (copy enclosed), the Draft Seniority List for CEA and CRA cadres has been published on the SAI Training Portal.

In this regard all officials (SAOs/AAOs) are directed to carefully verify their seniority particulars on the portal and submit representations (if any) for corrections, along with supporting documents, to the DAG/Admin by 09.02.2026.

संलग्न यथोक्त

Enclosure: As above

हस्ता/-

उप महालेखाकार/प्रशासन

क्र.प्रशा-XI/स-1/फ-238 Vol.V/CRAnCEA/का.आ/

दिनांक: 09.02.2026

प्रति सूचनार्थ एवं आवश्यक कार्रवाई हेतु-

- (1) सचिव, महालेखाकार (लेखापरीक्षा-I) मध्य प्रदेश, ग्वालियर।
- (2) सचिव, प्रधान महालेखाकार (लेखापरीक्षा-II) मध्य प्रदेश, भोपाल।
- (3) उप निदेशक (केन्द्रीय प्राप्ति), महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली का कार्यालय, ग्वालियर शाखा।
- (4) उप महालेखाकार/प्रशासन, प्रधान महालेखाकार (लेखापरीक्षा-II) का कार्यालय, मध्य प्रदेश, भोपाल।
- (5) उप महालेखाकार/प्रशासन एवं ए.एम.जी.- I, II, III, IV, V।
- (6) सम्बंधित व.ले.प.अ./स.ले.प.अ. को ई-मेल के माध्यम से।
- (7) व.ले.प.अ./रिपोर्ट, रिपोर्ट (PAC), एसएमयू, ए.पी.डी.ए.सी., AIC-I, II & III, ITA, आई.एस.विंग, प्रशासन-11, 12, 13, 14, सामान्य अनुभाग, कार्यपालन शाखा, कल्याण कक्ष, हिंदी कक्ष, गोपनीय कक्ष, विधि कक्ष, फास, फाप।

- (8) सहायक लेखापरीक्षा अधिकारी (DAG Cell)/ए.एम.जी.-I,II,III,IV एवं V ।
(9) व.ले.प.अ./आई.एस. विंग को कार्यालयीन वेबसाइट पर प्रकाशित करने हेतु ।
(10) श्री उत्कर्ष यादव, स.ले.प.अ. को इन्ट्रानेट/इन्टरनेट संबंधी कार्य हेतु ।
(11) सूचना पटल ।
(12) गार्ड फाइल ।

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11
09.02.26

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



Circular No. 5 –Staff Wing/ 2026
No. 131 - Staff (Appt.III)/ 167-2025

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

दिनांक / DATE 06.02.2026

To

1. All HoDs (as per mailing list)
2. Director (P)

Subject: Draft Seniority List of CEA and CRA Cadre and arrangement for excess optees vis-à-vis tentative transfer of Posts –reg.

Sir/Madam,

1. Draft seniority list of CEA/CRA cadre

(i) The draft seniority lists of the CEA and CRA Cadres have been published on the SAI Training Portal (Gradation List → All India Gradation List) and are accessible to all concerned employees as well as to Cadre Controlling Authorities (CCAs) through the Office Admin role.

(ii) All Heads of Department (HoDs) are requested to ensure wide circulation of the above information among the concerned employees and to reconcile the particulars of officials under their control with the official records and raise request for revision/modification, if necessary, through the Add Comments under Gradation List tab in SAI training portal.

(iii) Representations, if any, received from employees may be examined by the concerned CCA. Based on the merit of such representations, the CCA may also suggest modification/revision with proper supporting documents through Add Comments tab.

(iv) Only those revisions/modification requests submitted through the Portal using the Office Admin role shall be entertained. Representations submitted through email or hard copy by offices, or direct representations by individual employees, shall not be entertained.

2. Escalation Matrix and Timeline:

| Nature of issue | Procedure | Timeline |
|---|---|---------------|
| Representation by employees for correction of details in the seniority list | To be submitted to the Group Officer in charge of Administration of the concerned CCA | By 09.02.2026 |
| Examination of representation and submission of revision request | Request to be submitted by the office only , through the Portal, with supporting documents | By 10.02.2026 |

| | | |
|---|--|---------------|
| Escalation to Headquarters (where employee is not satisfied with office response) | Employee to submit request through official email ID to Administration Wing of the CCA. After verification, the CCA may forward the case to <u>ic-crancea.cag@cag.gov.in</u> . No other mode shall be entertained. | By 11.02.2026 |
|---|--|---------------|

3. Principles Followed for Preparation of Seniority List

(A) Seniority of SAOs

Seniority of SAOs in the CEA and CRA Cadres has been determined on the basis of total length of service rendered as AO and SAO combined.

(B) Seniority of AAOs

(i) Inter-se seniority of promoted AAOs in the CEA/CRA Cadres has been reckoned from the date of promotion as SO/AAO, without disturbing the inter-se seniority in the existing AAO cadre.

(ii) Inter-se seniority of directly recruited SOs/AAOs has been fixed in accordance with DoPT O.M. No. 9/23/71-Estt. (D) dated 06.06.1978, as partially modified vide DoPT O.M. No. 35015/2/93-Estt. (D) dated 09.08.1995.

(iii) Inter-se seniority between promoted and directly recruited SOs/AAOs has been determined as under:

- Where the earliest date of assumption of charge (after offer of promotion) by any official in a promotion panel is prior to the earliest date of joining of any official of a directly recruited batch, the entire panel of promoted officials has been placed en bloc senior to the directly recruited batch.
- Where the earliest date of assumption of charge (after offer of promotion) by any official in a promotion panel is subsequent to the earliest date of joining of any official of a directly recruited batch, the entire batch of directly recruited SOs/AAOs has been placed en bloc senior to that promotion panel.

(iv) Seniority of directly recruited SOs/AAOs who failed to join within the stipulated maximum period of six (06) months, as prescribed in the aforesaid DoPT OMs, has been reckoned from the date of joining, without reference to SSC rank.

All CCAs and concerned officials are requested to verify the seniority details strictly in light of the above principles.

4. Arrangement for Excess Optees to CEA and CRA Cadres

(i) Analysis of options exercised by SAOs/AAOs for induction into the CEA/CRA Cadres vis-à-vis the tentative number of posts proposed to be transferred from respective CCAs indicates that, in certain CCAs, the number of optees exceeds the tentative posts earmarked for transfer. CCA-wise tentative lists of such excess optees, based on seniority published on the Portal, would be issued shortly.

(ii) The Competent Authority has decided to allow all such excess optees to be inducted into the CEA/CRA Cadres, subject to the condition that their formal posting to the centralized Cadre shall take effect progressively, only after vacancies are filled to a significant extent in the existing State Civil Audit Offices, so as to avoid undue depletion of manpower.

(iii) Till such time, the officials shall continue to work in their present State Audit Offices; however, their cadre control shall stand transferred to the centralized CEA/CRA Cadre.

(iv) Officials who do not agree with this arrangement may opt to remain in the existing State Cadre, and the respective CCAs shall intimate the list of such officials through email at **ic-crancea.cag@cag.gov.in**

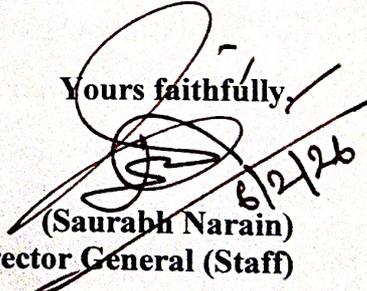
5. **Additional Information for Final Gradation List**

CCAs are requested to furnish certain additional information in the SAI Training Portal in respect of officials who have opted for the CEA and CRA Cadres, as required for preparation of the **final gradation list**.

6. **Adherence to Timeline**

In view of the commencement of the academic year in March, the above exercise is required to be completed in a strictly time-bound manner. All CCAs are, therefore, requested to adhere scrupulously to the timelines indicated in paragraph 2 above.

Yours faithfully,


(Saurabh Narain)
6/12/26
Director General (Staff)