



No. DGA (E&SD)/Admn II/Deputation /2019-20/21-60

Dated: 09/09/2020

To,

The Heads of Department
(A&E Offices of the IA&AD)

Subject:- Deputation of SAS (Civil Audit) examination passed officials to the post of Asst. Audit Officer in Civil Audit Officers .

Sir/Madam,

In reference to Hdqrs. Office letter No. 1023 Staff (APP)-1/04-2020/Vol. I dated 26.08.2020, applications are invited through proper channel for filling up vacancies in the cadre of AAO on deputation basis who have been declared pass in the SAS Examination held in November 2019. These officials alongwith other officials who had passed the SAS (Civil Audit) examination held prior to November 2019 are also eligible to apply for deputation to the post of Assistant Audit Officer in the O/o DGA (E&SD), New Delhi, who is the cadre controlling authority of Kolkata & Mumbai Branch Offices. Bifurcation of vacancies in the cadre of AAO's are given shown below:-

Mumbai Cadre		
Branch office	Name of the Post	No. of Post to be filled
Mumbai	AAO	08
Bangalore	AAO	06
Chennai	AAO	07

Kolkata Cadre		
Branch office	Name of the Post	No. of Post to be filled
Kolkata	AAO	08

The detail of the general conditions are given below:-

- Your office is requested to give wide publicity to the demand by circulating these amongst the eligible officials and through notice boards.
- The Heads of Department in IA&AD are authorised to send their staff on deputation within IA&AD under their own powers after mutual consultation with each other and extend their deputation upto 4 years.

(iii) The applications of the interested and eligible officials may be forwarded to the O/o the DGA(E&SD) Branch Offices i.e Kolkata and Mumbai including Chennai and Bangalore Branch Offices of their choice. However, the applications of such officials who have already attained the age of 56 years or against whom the disciplinary proceedings/Court cases are pending/contemplated or who are undergoing major/minor penalty may not be forwarded to the this office.

(iv) The process of forwarding the applications along with the complete set of APARs for the last 05 years should be completed by the A&E Offices.

(v) The applications of the SAS (Civil Audit) examination passed officials received through proper channel only. In case, this office receive more applications than the number of vacancies proposed to be filled up through deputation. The cases of deputation may be considered on seniority basis, if otherwise found fit.

The application of the interested and eligible officials whose age is less than 56 years may please be forwarded to this office alongwith APARs for the last five years (each & every page should be attested), composite statement of Cadre Clearance/Integrity Certificate/Vigilance Certificate and revised Bio-Data/Curriculum Vitae (CV) (in original and duly attested) to **the Director, O/o the Director General of Audit (SD), Mumbai Branch, 3rd Floor, Nou Bhavan, R K Marg, Ballard Estate Mumbai- 400001** (for Mumbai, Bangalore & Chennai Branch offices) and to **the Director, O/o the Director General of Audit (SD), Kolkata Branch 2, M.S.O. Building 6th Floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kolkata- 700 020** (for Kolkata Branch office) through the Head of office which should reach this office on or before 15.10.2020.

Encl. As above

Yours faithfully,



Director (Admn)

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth (in Christian era)
3. i) Date of entry into service
ii) Date of Retirement under
Central/State Government Rules
4. Educational Qualifications

5. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	• Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

• Important : Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below.

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

7. In case the present employment is held on deputation/contract basis, please state -

a) The date of initial appointment	b) Period of appointment on deputation/	c) Name of the parent office/ organization to which the	d) Name of the post and Pay of the post held in substantive

	contract	applicant belongs	capacity in the parent organisation
<p>7.1 Note : In case of Officers already on deputation, the applications of such Officers should be forwarded by the parent cadre/ department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.</p> <p>7.2 Note : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organisation</p>			
8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p>9. Additional details about present employment : Please indicate the name of your employer</p>			
10. Please state whether you are working in the same Department			
11. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
12. Total emoluments per month now drawn			
	Basic Pay in the PB	Grade Pay	Total Emoluments
13. Whether belongs to SC/ST			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address :

Date : ___/___/___

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that :

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/ Cadre Controlling Authority with Seal)

PROFORMA

1.	Name of the applicant
2.	Designation
3.	Residential Address
4.	Name of the parent office
5.	Pay Band with Grade Pay
6.	Present Basic Pay
7.	Date of Appointment
8.	Date/Year of passing SAS
9.	Date of Promotion in the present cadre
10.	Educational Qualification (attested copies to be furnished)
11.	Any other qualification
12.	Detail of experience
13.	Details of deputation assignments held during last 05 years

Signature of Applicant

Place:

Date:

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI

No. 1023 -Staff (App)-1/04-2020/Vol I

Dated: 26.08.2020

To
The Heads of Department in IA&AD
(Civil Audit and A&E Offices of the IA&AD)

Sub: Deputation of SAS (Civil Audit) examination passed officials to the post of Asstt Audit officer in Civil Audit Offices-regarding.

Sir/Madam,

I am to state that 108 officials from 25 A&E offices have been declared pass in the SAS Examination held in November 2019. These officials alongwith other officials who had passed the SAS (Civil Audit) examination held prior to November 2019, but could not be absorbed in the Civil Audit offices are eligible to apply for deputation to the post of Assistant Audit Officer in the Civil Audit Offices. However, circular regarding absorption of SAS (Civil Audit) passed official to the post of Assistant Audit Officer in Civil Audit Offices has not been issued by this office as the matter is subjudice.

2. Though the matter of absorption is subjudice, there is no bar for deputation as in deputation, the official is not occupying any roster point in borrowing office. As per this office letter dated 08.12.1981, the Heads of Department in IA&AD are authorised to send their staff on deputation within IA&AD under their own powers after mutual consultation with each other and extend their deputation upto 4 years.

3. The Civil Audit offices may fill up the vacancies in the cadre of Assistant Audit Officer by deputation of aforesaid SAS examination passed officials. Accordingly, it is requested that:

- (i) The Civil Audit Offices may circulate vacancies in the cadre of Assistant Audit Officer to be filled up by deputation latest by 11.09.2020.
- (ii) The A&E offices will give wide publicity to the demands received from the Civil Audit offices by circulating these amongst the eligible officials and through notice board.
- (iii) The applications of the interested and eligible officials may be forwarded to the Civil Audit Offices of their choice. However, the applications of such officials who have already attained the age of 56 years or against whom the disciplinary proceedings/Court cases are pending/contemplated or who are undergoing major/minor penalty may not be forwarded to the Audit offices.
- (iv) The process of forwarding the applications along with the complete set of APARs for the last 05 years should be completed by the A&E offices before 15.10.2020.
- (v) The Civil Audit offices will entertain the applications of the SAS (Civil Audit) examination passed officials received through proper channel only. In case, the Civil Audit offices receive more applications than the number of vacancies proposed to be filled up through deputation, the cases of deputation may be considered on seniority basis, if otherwise found fit. The entire selection process of aforesaid deputation should be completed before 06.11.2020.

4. The proposed time schedule, at all levels, should invariably be adhered to and doubts, if any, in this regard may be got clarified timely from this office.

कार्यालय मन्त्रालय लेखापरीक्षा
वैज्ञानिक विभाग (प्रशासन-II)
C/o DGA (S.D) (Admin-4b)
जयसी सं० 42
दिनांक 31/8/2020

AO (Admin)
27/8/2020

Smt. Neema
21/8/20
92
Date: 27/8/2020

Yours faithfully,
31
27/08/2020
(V. S. Venkatarathao)
Asstt. Comptroller & Auditor General (S)