

**Office of the Principal Accountant General (A & E)-I**

**Madhya Pradesh, Gwalior**

No.Admin-I/Absorption/AAO/D-113

Dated 19.09.2022

**Circular**

In compliance of Headquarters' Office Circular no. 26-Staff (Appt. III)/155-2022 circulated vide letter no. 569-Staff (Appt.-III)/155-2022 dated 08.09.2022, applications are invited for permanent absorption against vacancies in AAO cadre in the office of Principal Accountant General (A&E)-I, M.P., Gwalior/Bhopal and office of Principal Accountant General (A&E)-II, M.P., Gwalior from willing SAS passed officials of Civil Accounts offices awaiting promotion as regular AAO in their respective offices for want of vacancies.

The applications (in Annexure-I) of eligible and willing officials along with the following documents/certificates may kindly be sent to this office latest by 18.10.2022-

1. Attested copies of last 05 years APAR.
2. Disciplinary/Vigilance Clearance Certificate.
3. Bio-Data in Annexure-II.
4. Past work profile/performance.

Applications received after 18.10.2022 shall not be entertained.

**Encl.:** Annexure-I and Annexure-II.

-Sd-

**Dy. Accountant General/ Admin (Adhoc)**

**APPLICATION FORM CUM UNDERTAKING FOR PERMANENT ABSORPTION**

To

The Cadre Controlling Authority.  
(of the deficit office)

.....  
.....  
.....

(Through proper channel)

Subject: Application for permanent absorption to the O/o the .....for the post  
of AAO

Sir/Madam,

With reference to the transferor Office's Circular No. .... dated .....  
I ..... AAO/AAO (Adhoc)/Clerk/ Auditor/ Accountant/  
Stenographer Grade-III / Sr. Auditor / Sr. Accountant /Stenographer Grade-II/ Stenographer  
Grade-I/DEO-B/DEO-A(SAS passed) of the Office of  
the.....(name of the transferor office) hereby apply for  
permanent absorption to AAO cadre in the Office of the.....(name of the  
transferee office). I also enclose herewith my complete bio-data.

Undertaking

I..... AAO/AAO (Adhoc)/Clerk/ Auditor/ Accountant/ Stenographer  
Grade-III / Sr. Auditor / Sr. Accountant /Stenographer Grade-II/ Stenographer Grade-I/DEO-  
B/DEO-A(SAS passed) of the Office of the .....(name of the transferor office)  
solemnly affirm and state as follows:

- (i) that I accept all the terms and conditions mentioned in the transferor Office's Circular / Office Order No..... dated .....regarding permanent absorption.
- (ii) that I also accept the condition that consequent upon my permanent absorption to AAO cadre, I shall be ranked junior most in the cadre in the transferee office.
- (iii)that I shall not claim any benefit of my previous position which I enjoyed in the transferor office in service matters like seniority, added benefit of previous service while deciding the matter of promotion, seniority, etc. in the new office in future
- (iv)that I shall have no lien to the post held by me in O/o.....(previous office ) subsequent to my absorption in AAO cadre in O/o .....(new Office) and I accept that the absorption in irreversible.

- (v) that I shall pass the language test applicable to the State (language.....), failing which I shall not be considered for further promotion to next higher cadre.
- (vi) I shall also abide by all the decisions taken from time to time in this regard by the competent authority.

Yours faithfully,

Signature.....

Name.....

Designation.....

Name of the office of the Applicant seeking permanent absorption.

Place:.....

Date:.....

## Bio data

Sl. No.	Description	Details
1)	Name	
2)	Father's Name	
3)	Category SC/ST/UR	
4)	Whether Physically handicapped If yes - mention type and %of disability	
5)	Married/Un-married	
6)	If married, whether spouse working (Give details)	
7)	Educational qualification	
8)	Departmental Examination passed, if any, with date/month of passing the examination.	
9)	Post in which joined IA &AD	
10)	Date of joining IA &AD	
11)	Present post held	
12)	Date from which present post held	
13)	Pay drawn (Pay level & basic pay)	
14)	Date of passing SAS examination	
15)	Brief description of duties	
16)	Special achievements, if any	
17)	Permanent home address	
18)	Present address	
19)	Mobile No.	
20)	e-mail ID	

Signature:.....

Name:.....

Designation:.....

Place:.....

Date:.....

**Office of the Principal Accountant General (A & E)-I**

**Madhya Pradesh, Gwalior**

No.Admin-I/Absorption/AAO/O.O./116

Dated 21.09.2022

**Revised Circular**

In compliance of Headquarters' Office Circular no. 26-Staff (Appt. III)/155-2022 issued vide letter no. 569-Staff (Appt.-III)/155-2022 dated 08.09.2022 and No. 608 dated 19.09.2022, applications are invited for permanent absorption against vacancies in AAO cadre in the office of Principal Accountant General (A&E)-I, M.P., Gwalior/Bhopal and office of Principal Accountant General (A&E)-II, M.P., Gwalior from willing SAS (Civil Accounts) passed officials of IA&AD offices awaiting promotion as regular AAO in their respective offices for want of vacancies.

Cadre Controlling Authorities may forward the applications of eligible/ willing officials in the prescribed proforma (Annexure-I) along with the following documents/certificates to this office through email only at [agaemadhyapradesh1@cag.gov.in](mailto:agaemadhyapradesh1@cag.gov.in) latest by **18.10.2022** :-

1. Attested copies of last 05 years APAR along with the APAR Grading statement.
  2. Disciplinary/Vigilance Clearance Certificate/Currency of Penalty/Integrity Certificate
  3. Bio-Data (Annexure-II).
  4. Past work profile/performance.
  5. Inter-se-seniority List, in case of more than one official from the same office.
- Criteria for fixation of seniority of the officials joining on permanent absorption:


- i) Officials joining on permanent absorption basis will be ranked junior-most in the cadre and lose all claim to his/her seniority in his/ her previous office.
- ii) Amongst the official(s) who join as AAO in the cadre on permanent basis in earlier batch(es) will be placed above the AAOs who joins in subsequent batch(es).
- iii) Amongst the official(s) join as AAO in the cadre on permanent basis, in the same lot, the official having SAS passed in earlier batch will be placed senior to the official who passed the subsequent SAS examination.
- iv) Amongst the same SAS batch, the officials in higher grade pay (Pay Level) in the feeder cadre to the SAS batch will be senior to those who were in lower grade pay (Pay Level) in the feeder cadre to the SAS batch.
- v) Having the same grade pay (Pay Level) in the feeder cadre of the same SAS batch, date of appointment in the present post will be the criteria for deciding the seniority amongst those.

On permanent absorption, pay of the officials will be fixed in terms of Rule 13 of CCS (RP) Rules 2016.

Those candidates who are willing to apply may forward their applications through their respective Cadre Controlling Offices. Applications received directly from the candidates will not be entertained.

Applications received after **18.10.2022** shall not be entertained.

**Encl.:** Annexure-I and Annexure-II.

  
**Dy. Accountant General/ Admin (Adhoc)**

Copy to:

1. All IA&AD Offices as per mailing list (through email).
2. Official website.