

**CHECK-LIST TO BE SENT ALONG WITH THE VERIFICATION REPORT OF  
AICEL (Non-IA&AS) AS ON 1<sup>st</sup> JANUARY 2026.**

**(To be signed by Sr. DAG/Director/DAG/Dy. Director in charge of  
Administration)**

Sl. No.	Check points	Remarks of CCA.
1.	Name of the office (CCA)	
2.	Whether details of eligible officers; viz., Name, date of birth, date of promotion as SO/AAO, AO and Sr. AO furnished by your office with reference to this office's letter No. 416–GE-I/35-2025 dated 11.03.2026 and included in the AICEL (Non-IA&AS) as on 01.01.2026, <b>have been checked with reference to the SERVICE BOOK/OTHER RECORDS available with the CCA?</b>	
3.	Whether incidents of refusal of promotion/superseding in promotion as SO/AAO/AO/Sr. AO in respect of the eligible officers as furnished by your office with reference to this office's letter No. No. 416–GE-I/35-2025 dated 11.03.2026 have been re-checked?  In case of any such incident, which was not reported to this office earlier, whether the same is now being reported?	
4.	Whether the names of officers who were eligible for inclusion in the eligibility list as on 01.01.2026, but expired / retired voluntarily on or after 01.01.2026, have been communicated to Headquarters office by the CCA and included in the AICEL (Non-IAA&S) at appropriate place as per their seniority?	
5.	Whether the date of joining of officers appearing in the AICEL (Non-IA&AS) as on 01.01.2026 has been taken as the date of absorption in Audit office and not the date of joining/promotion as SO/AAO in A&E office? <b><i>(See paragraph 4 and 5 of the instructions to be followed while verifying correctness of entries in the AICEL (Non-IA&amp;AS) of AOs/SAOs as on 01.01.2026).</i></b>	
6.	Whether the cases of initiating disciplinary proceedings, imposition of minor/major penalties etc., if any, <u>happened between the period of sending the list of eligible officers for preparation of the AICEL (Non-IA&amp;AS) as on 01.01.2026 to till date</u> have been checked and are being sent with this verification report along with all supporting documents?	

7.	<p><b><u>(To be noted for action, if required, after sending this checklist).</u></b></p> <p>Cases of initiation of fresh disciplinary proceedings/outcome of an existing disciplinary proceeding, which may take place <u>between the date of sending this verification report and finalization of the promotion process</u>, will have to be invariably communicated through a Demi-official letter addressed to the Pr. Director (Personnel) by email/post to ensure complete watch over such events.</p> <p>Please certify whether the above has been noted for compliance.</p>	
8.	<p>Whether the AICEL (Non-IA&amp;AS) as on 01.01.2026 has been shown to all SAOs under your cadre control who are appearing in the AICEL (Non-IA&amp;AS) as on 01.01.2026?</p>	

**Signature**  
**(Sr. DAG/Director/DAG/Dy. Director**  
**in charge of Administration)**