

कार्यालय प्रधान महालेखाकार ( लेखापरीक्षा I), तमिलनाडु,  
“लेखापरीक्षा भवन”, 361, अण्णा सालै, तेनामपेट, चेन्नै- 600018  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (Audit-I),  
TAMIL NADU, LEKHA PARIKSHA BHAVAN,  
361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018**

**No. Admn.I/Unit.III/15-05/2022-23 (Vol-X)/18**

**Dated:15/09/2022**

**CIRCULAR No.08**

Sub: **Permanent absorption of SAS passed officials, awaiting promotion as regular AAO for want of vacancies in their offices, by the deficit offices having vacancies in AAO cadre in same stream – Reg**

Ref:(i)**HQrs. Cr. No. 26 - Staff (App-III)/155-2022 issued vide Lr No. 569-Staff (Appt.-III)/ 155-2022 dated 08.09.2022**

(ii)**HQrs. Lr No. 574-Staff (Appt.-III)/ 155-2022 dated 09.09.2022**

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It is proposed to fill up the vacant posts of Assistant Audit Officer in the offices under the cadre control of Office of the Principal Accountant General (Audit-I), Tamil Nadu, Chennai in the Pay Matrix Level – 8 on permanent absorption basis from the Civil Audit/Accounts Offices. Accordingly, applications are invited from willing SAS (Civil Audit) passed officials/AAO/AAO (Adhoc) for permanent absorption as Assistant Audit Officer in the above said offices. Willing SAS passed candidates to apply to only one specific office within the specified time **(by 08.10.2022)** through their respective cadre controlling authorities. The Cadre Controlling Authorities may forward such applications to this office **on or before 18/10/2022** **alongwith** the following documents **through e-mail**: -

- (a) Application cum undertaking for permanent absorption by the willing officials **(Annexure-I)**
- (b) Bio-data of the concerned officials in original and countersigned by the Sr. DAG/DAG (Admn.) with seal **(Annexure-II)**
- (c) Duly filled in Composite statement of Cadre Clearance / Integrity Certificate / Vigilance Clearance / Major / Minor Penalty etc. **(Annexure – III).**

- (d) Acceptance of the appended terms and conditions (**Annexure-IV**) through the cadre controlling authority.
- (e) Inter-se-seniority list of the concerned officials duly signed by the Competent Authority (**Annexure-V**)
- (f) Complete and attested copies of the APARs of the concerned officials for the last 5 years. Each and every page of the APARs should be attested after photocopying.
- (g) Abstract of APAR grading for last 05 years in tabular form duly signed.



**उप महालेखाकार/प्रशासन**  
**Deputy Accountant General/Administration**

To

1. All IA&AD Field Offices
2. The AC (N) with reference to Cr. No. 26 - Staff (App-III)/155-2022 issued vide Lr No. 569-Staff (Appt.-III)/155-2022 dated 08.09.2022.

**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-11/ 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	
i 1)	Present post held	
12)	Date from which present post held	
13)	Pay drawn (Pay level & basic pay)	
14)	Date of passing SAS examination	
i 5)	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:.....

**ANNEXURE - III**

**Composite Statement of Cadre Clearance, Integrity Certificate, Vigilance  
Clearance Certificate & Major/Minor Penalties etc.**

<b>Sl. No.</b>	<b>Name of the Officers (S/Shri/Smt.)</b>	<b>Cadre Clearance</b>	<b>Integrity Certificate</b>	<b>Vigilance Clearance Certificate</b>	<b>Statement of Major/Minor Penalties if any imposed upon the officer during last 10 years.</b>
	XYZ_____	Cadre Clearance for absorption has been given by the Cadre Controlling Authority	Integrity of the officers is beyond doubt.	No disciplinary /Court case is pending or contemplated against the officer.	No Major/Minor Penalties have been imposed upon the officer during last 10 years.

Competent Authority

**TERMS AND CONDITIONS OF PERMANENT ABSORPTION**

1.	Applications should be forwarded through proper channel along with the willingness of the individuals.
2.	Application submitted do not confer upon them any right for absorption unless he/she is informed of the selection for such absorption by this office.
3.	The absorbees are liable to be posted either on inspection duties or to any branch offices/RA Units already in existence or created in future, in Tamil Nadu and Puducherry. The persons willing to go on field duties only need apply.
4.	Their seniority in the cadre of Assistant Audit Officer on permanent absorption shall be regulated as per the orders of the Comptroller and Auditor General of India already issued or that may be issued from time to time.
5.	On permanent absorption, the officials from Group 'C' shall be placed on probation for a period of <b>02</b> years from the date of permanent absorption.
6.	The absorbees should pass the examination to be conducted by this office in Tamil at Matriculation level, if they have not qualified the same already. <b>Failure to qualify in the examination within the period of 02 years from the date of absorption may curtail further promotions to higher cadre.</b>

Read and understood the terms and conditions of absorption and I agree to the terms and conditions of absorption.

Date:

Signature of the Official



## ANNEXURE V

Sl No.	Name	Educational Qualification	Professional Qualification	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Date of completion of probation	Date of confirmation	Date of promotion to current post	Date of passing SOGE/SAS Exam (Civil Audit)		If qualified in Tamil Regional Language, enclose a copy of proof
												Group-I	Group-II	
												13	14	15
1	2	3	4	5	6	7	8	9	10	11	12			
1														
2														
3														
4														
5														

Competent Authority