

कार्यालय महानिदेशक लेखापरीक्षा,
उद्योग एवं कॉर्पोरेट कार्य
ऑडिट भवन, आई. पी. एस्टेट,
नई दिल्ली-110-002



OFFICE OF THE
DIRECTOR GENERAL OF AUDIT,
INDUSTRY AND CORPORATE AFFAIRS,
AUDIT BUILDING, I.P. ESTATE,
NEW DELHI – 110 002

परिपत्र / CIRCULAR

विषय:- Deputation of Staff within Indian Audit &Accounts Department.

This is to inform that Headquarters vide Letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 has revised the guidelines regarding deputation of staff within Indian Audit &Accounts Department with immediate effect. The revised guidelines are enclosed as annexure for information.

In compliance with the revised guidelines, staff members who are currently on deputation beyond 07 years shall be allowed to continue their present approved term of deputation for another 06 months from the date of issue of these guidelines.

अरि उरुपुका

व.ले.प.अ. (प्रशासन)

सं.: प्रशासन/VI/रिक्ति परिपत्र /306/2024-25/ 3797-3803 दिनांक : 31 JAN 2025
प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित की जाती है।

1. वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (पर्यावरण एव वैज्ञानिक विभाग), नई दिल्ली
2. वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (इन्फ्रा.), नई दिल्ली
3. वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन), महानिदेशक लेखापरीक्षा (ऊर्जा), नई दिल्ली
4. वरिष्ठ लेखापरीक्षा अधिकारी / Coordination Cell or EDP – वेब साईट पर अपलोड करने हेतू
5. इस कार्यालय के सभी अनुभाग (Admn.-I, Claim, Bills, Establishment., Report, Appropriation & Finance Accounts, IAS, Hindi/राजभाषा, AMG-I, AMG-II, AMG-III)
6. सूचना पट्ट

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Deputation of Staff within Indian Audit & Accounts Department

As per the existing guidelines, Heads of the Department in IA&AD have been vested with the powers to recommend their staff for deputation and extend their tenure of deputation within IA&AD upto 07 years. The extension in deputation term of officials beyond 7th year is being granted by the Headquarters office without any limit resulting in many staff remaining on deputation within the IA&AD for decades defeating the meaning of deputation. This decade old policy was reviewed as it led to skewed distribution at the field as well as its limited utility. The revised guidelines are as follows. These guidelines will also cover deputation from field offices to CAG office (HQrs).

- a. The officers can avail of deputation within IA&AD for a maximum period of 12 years during their career, with the duration of each deputation tenure limited to maximum of 05 years. It can be extended to a maximum of 7 years on (5+2 basis) in exceptional cases. There will be mandatory cooling off period of 03 years after a deputation, including deputation outside the department.
- b. A request for deputation will be entertained by the Cadre Controlling Authority or the CAG Headquarters office only if it is received along with NOC/consent of the borrowing office.
- c. Deputation beyond 05 years upto 07 years on (+2 years) basis will be considered by DG (Staff) for approval on case to case basis. A request for extension of deputation beyond 05 years will be entertained by the Competent Authority only if it is forwarded along with NOC of the borrowing office, with cogent reasons and at least three months prior to the expiry of the period of deputation.
- d. Deputation is valid only for the period for which it is approved and any extension is neither automatic nor should be presumed merely on the ground that the Cadre Controlling Authority or the employee have made a request for extension. The employee concerned shall be entitled to draw salary in the borrowing office to which he/she has been deputed only for the approved period of deputation. The employee shall not be entitled to draw salary etc. after expiry of the period of deputation.
- e. An employee on such deputation shall relinquish charge and get himself/herself relieved on the last day of his/her deputation, if no orders extending his/her deputation by the concerned Cadre Controlling Authority are received. An employee who does not hand over charge at the end of the approved period of deputation will be immediately liable to disciplinary action and break-in-service for the period beyond the approved date. All orders of deputation will carry endorsement to this effect. Further, an endorsement will also be made to the Pay & Accounts office to stop payment of salary to the employee beyond the approved period of deputation.
- f. Ordinarily directly recruited officials shall be eligible to apply for deputation only after successful completion of probation period and after completing 5 (five) years of service.

- g. Deputation of officials within IA&AD shall be permitted if the vacancy is up to 25 percent of sanctioned post in the Cadre Controlling Office. The vacancy position for this purpose would be calculated on a half yearly basis, as on 01st January and 01st July of the year.
- h. While calculating vacancy for the cadre of Sr. AO, number of Sr. AO (ad-hoc) shall be counted along with PIP of regular Sr. AO against sanctioned strength of Sr. AO. Similarly, while calculating vacancy for the cadre of AAO, number of AAO (ad-hoc), AAO (RT) and SAS passed officials waiting for promotion to the post of AAO shall be counted along with PIP of regular AAO against sanctioned strength of AAO.
- i. Any deputation shall require the approval/ consent of both the borrowing and lending (cadre controlling) authorities. Therefore under normal circumstances cases of deputation shall not be sent to HQrs (Staff Wing) for approval.
2. In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every Head of the Departments of IA&AD may obtain the recommendation of the transfer posting committee of the office/station, before approving the deputation.
3. For deputation to CAG office (HQrs), DG (HQ) is the competent authority to call for deputation and selection, posting and repatriation of offices. Committee has been constituted for this purpose vide order dated Oct, 2024.
4. The tenure of deputation once approved shall not be taken for granted and the deputationist is liable to be repatriated back if his/her performance and conduct is not up to the mark, to the satisfaction of the borrowing authority, or for other administrative reasons.
5. The aforesaid revised guidelines shall however, not be applicable in respect of the following deputation cases:
- i. J&K Migrant officials who are on deputation to different field offices as per the orders of the Hon'ble High Court of J&K.
 - ii. Physically handicapped officials.
 - iii. Deputation to RCB&KIs/NAAA/iCISA/iCED may be allowed for a period of 09 years at a time and for a total period of 15 years during service.
6. Presently, deputation of staff of a Field Office to the Welfare Wing of the same Field Office (Welfare Asst, Assistant Welfare Officer, etc) are sent to HQrs for approval. Head of Departments may approve these cases at their end and not submit it to HQrs.
7. Any deviation from the revised deputation policy shall be forwarded for approval of the Headquarters (Staff Wing) with due justification.
8. In case of administrative exigencies, the above guidelines may be relaxed by DAI (HR) as a Competent Authority.

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23/2/24
(Sumeet Kumar)

Assistant Comptroller and Auditor General (N)-I