

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I.**  
**U.P., PRAYAGRAJ.**

File No.Exam/UN Audit & Embassy Audit Exam/2022/2949

Dated: 11.04.2022

**OFFICE ORDER**

**Subject: Conduct of UN Audit & Embassy Audit Examination, 2022**

Exam Wing vide **Circular No. 11 of 2022** vide letter No. 185/04-Exam/UN Audit/2019 dated 08-04-2022 and Circular No. 12 of 2022 vide letter No. 186/43-Exam/Embassy Audit Exam/2019 dated 08-04-2022 has intimated the dates of the upcoming UN Audit Exam and the Embassy Audit Exam for shortlisting of Sr. AOs/AAOs for UN Audit to be taken up during 2022-23 and 2023-24, is scheduled to be held on **8<sup>th</sup> May 2022** from **10 AM to 01 PM** in the forenoon session and from **03 PM to 04 PM** in the forenoon session respectively.

2. Officers from all streams i.e. Audit/Accounts etc. who satisfy the eligibility criteria given in **Annexure-1 (for UN Audit Exam)** and **Annexure-2 (for Embassy Audit Exam)**, are eligible to apply. Online registration of candidates has commenced and **will end on 18<sup>th</sup> April 2022**. Eligible officers will be required to fill-up and submit the registration form (Bio-Data) offline in the format mentioned in **Annexure-3** to the Exam section, **by 13.04.2022 positively**.

3. The examination will be held in **Computer Based Test (CBT)** mode and the officers working in the state of Uttar Pradesh may **opt for the New Delhi centre**. The exact venue for the examination will be intimated in due course.

4. The online Registration Form is divided into three sections - **Section I** candidate's Profile, **Section II** Examination Particulars and Upload Section (for uploading of documents, photo and signature) and **Section III** APAR Grading. Section I & III is to be filled in by the office while the candidates are required to fill up Section II and upload the relevant documents, their photo and signature. Necessary instructions for online registration and format of the Registration Form will be as per instructions issued in last UN Audit Examination 2020 which is available on the examination module of the CAG's website under Useful Links.

6. The recommendations, along with the abstracts of APARs for the last available five years up to 2020-21, vigilance/disciplinary clearance certificate and penalty/administrative action such as suspension, dies-non and criminal charges clearance certificate in the prescribed proforma (**Annexure-4**) duly certified/countersigned by the Sr. DAG (Admn) may be obtained from the Admn-I section which is to be uploaded at the time of registration of the candidate. The Admn-I section will verify and certify all the details of the candidates and get the Annexure-4 countersigned by Sr.DAG (Admn). **The copy of the same may also be submitted by the candidate to the Exam section along with the Registration (Bio data) form i.e Annexure-1.**

7. Nomination submitted online without service and other particulars of the candidates, certified APAR grading for the last available five years, vigilance/disciplinary clearance certificate and penalty/administrative action in the past such as suspension, dies-non and criminal charges clearance certificate will not be considered.

8. There will be **no scope for submission of applications/documents offline** and, therefore, complete application along with all the required documents and your recommendation must be **submitted online only** when the registration window opens. If at any stage, the information furnished by any candidate(s) is found to be inaccurate, his/her candidature/selection is liable to be cancelled/terminated without any notice and action taken as per rules.

9. Officers who withdraw their candidature after being selected for UN Audit (except on severe medical grounds like surgery of self or direct family members) will be banned for a specific period from appearing/applying for international assignments/international postings/international training.



**Sr. DY.ACCOUNTANT GENERAL/ADMN.**

**File No.Exam/UN Audit & Embassy Audit Exam/2022/2953,55,57,59,0,61**

**of date**

Copy forwarded for information and necessary action to :

1. Secy. to PAG.(A&E)-I & AG(A&E)-II, U.P. Prayagraj;
2. Secretary to Principal Director, Regional Training Institute, Prayagraj with the request to intimate all the Sr.AOs/AAOs on deputation to RTI, Prayagraj, regarding this Office Order ;
3. Sr. A.O./Estt., O/o the A.G. (A&E)-II, U.P., Audit Bhawan, TC-35-V-I, Vibhuti Khand, Gomti Nagar, Lucknow-226010 with the request to intimate all the AAOs regarding this Office Order ;
4. Sr.A.O./Admn, O/o the P.A.G. (A&E)-I. U.P. Prayagraj,
5. Sr.A.O./Admn, O/o the A.G. (A&E)-II. U.P. Prayagraj,
6. Sr.A.O./ITCG, O/o the A.G. (A&E)-I. U.P. Prayagraj for uploading in the office website/Intranet.
7. All Notice Boards.



**Asstt. ACCOUNTS OFFICER/Sr.DAG(Admn)Cell**

**Eligibility criteria for nomination of Sr. AOs/AAOs for audit of UN Units during 2022-23 and 2023-24**

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) AAOs should have a completed five years combined service in the grade of SO/AAO as on 1.1.2022. No service length is prescribed for Sr. AOs.
- (3) Officers who fall under any of the following categories are not eligible:
  - (a) Those who have done two or more UN Audits in the past (including those who have been selected for UN Audit during the current cycle 2021-22);
  - (b) Those who have done UN Audit during the last two cycles (including the current cycle 2021-22);
  - (c) There should be a minimum gap of two years between two UN Audit assignments;
  - (d) Those who have returned from Embassy Audit are not eligible for 3 years as on 01 January 2022;
  - (e) Those who have returned from overseas posting are not eligible for 5 years as on 01 January 2022;
- (4) Officers should be clear from vigilance/disciplinary angle. Officers against whom major penalty has been imposed in the past are not eligible till 5 years after completion of currency of the penalty. Officers against whom minor penalty including Censure or Dies-Non has been imposed in the past, are not eligible till 3 years after completion of the currency of the punishment or the date of Censure/ Dies-Non.
- (5) Officers should be less than 57 years of age as on 01 January 2022;
- (6) Officers must possess the following attributes:
  - (a) Ability to conduct audit independently and prepare Audit Reports;
  - (b) Excellent drafting skills in English;
  - (c) Good inter-personal relationships with colleagues, superiors and subordinates; and
  - (d) Healthy and fit physically to undertake international travel and tight work schedule.

**Eligibility criteria for nomination of Sr. AOs/AAOs for Embassy Audit 2022-23 and 2023-24**

- (1) The officer should have clear 'Outstanding' APARs for at least 4 out of the last available 5 years.
- (2) Officers who have already done UN Audit/Embassy Audit in previous years or slated for UN Audit/ Embassy Audits 2021-22, may not be nominated.
- (3) Officers who have done overseas postings/foreign assignments may not be nominated.
- (4) Officers who have undergone training abroad for a period of one month or more may not be nominated.
- (5) Maximum age limit for Sr. AOs/AOs is 59 years as on 1st January 2022. In respect of AAOs, maximum age limit is 57 years as on 1st January 2022.

**Proforma showing the bio-data of  
Sr. AOs/AOs recommended for Embassy Audit & UN Audit during 2022-23 and 2023-24  
(PARTICULARS GIVEN IN THIS PROFORM WILL BE CAPTURED IN THE  
ONLINE REGISTRATION FORM)**

|  |   |
|--|---|
| 1. Name  |   |
| 2. Designation<br>(if Commercial, please also indicate<br>i.e., AAO (C)/SAO (C))   |   |
| 3. (i) Date of birth, and<br>(ii) Age as on 01.01.2022   |   |
| 4. Qualification<br>(i) Educational :<br>(ii) Professional :   |   |
| 5. Office to which the officer belongs<br>(i) Parent Office :<br>(ii) Office and station in which<br>working at present :  |   |
| 6. Examination Centre<br>(Please mention specifically<br>Delhi/Mumbai/Chennai/Kolkata/<br>Bengaluru/Hyderabad/Guwahati)  |   |
| 7. Whether belongs to SC/ST. If yes, please<br>mention category.   |   |
| 8. Date of entry into Government Service   |   |
| 9. Date of entry in IA&AD  |   |
| 10. Date & Year of passing SOG/SAS<br>Examination (Please mention whether<br>Accounts, Commercial, Civil, Railway,<br>Finance & Communication or Defence<br>Audit) |   |
| 11. Date of promotion as SO/AAO/AO/ SAO  | SO/AAO:<br>AO :<br>SAO:   |
| 12. Number of years completed in the grade<br>as on 1.1.2022.<br>a) SO/AAO :<br>b) AO/Sr.AO :  |   |
| 13. Present pay  | Rs.   |
| 14. Experience and posts held  | Attach separate sheet giving details under this<br>column, duly signed. |
| 15. (i) Details of previous deputation/foreign<br>service.<br>(ii) Details of Posting abroad/UN<br>Audit/Embassy Audit: Give period.                               | Attach separate sheet giving details under this<br>column, duly signed. |
| 16. Proficiency in Computer. Details may be<br>given   |   |
| 17. Contact details (Mobile and email)   |   |
| 18. Any other information  |   |

The information furnished above are correct to the best of my knowledge.

**Signature of the Candidate**

THIS ANNEXURE IS REQUIRED TO BE UPLOADED BY THE OFFICE AT THE TIME  
OF REGISTRATION

**Recommendation of Head of the Department**

*I recommend the name of Shri/Smt \_\_\_\_\_ Sr AO/AAO for the Embassy Audit Examination 2022. He/she satisfies the eligibility criteria prescribed for Embassy Audit assignment as given in Annexure-1. It is certified that the information furnished in this registration form in respect of the officer is correct.*

**DG (Commercial)/Sr. DAG/Director/DAG/DD/ (Admn)/ Director (P)**

**Certified APAR Grading**

**APAR Grading for the last available five years of the SAOs/AAOs recommended for empanelment for the Embassy Audit assignment.**

| Sl No | Name & Designation | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16* | 2014-15* |
|-------|--------------------|---------|---------|---------|---------|---------|----------|----------|
|       |                    |         |         |         |         |         |          |          |
|       |                    |         |         |         |         |         |          |          |

**Note**

- 1. \*To be indicated only if any of the APARs for the years 2020-21 to 2016-17 are not available.*
- 2. If there are more than one APAR for a year, the grading should be indicated separately within relevant column.*

**The information given above is correct. No vigilance or disciplinary case is either pending or contemplated against the above officials. No departmental action such as suspension, dies-non and criminal charges etc. have been initiated against the above officers in the past, as mentioned in Annexure-1.**

**DG (Commercial)/Sr. DAG/Director/DAG/DD (Admn)/Director (P)**