



प्रधानमहालेखाकार (लेखापरीक्षा) का कार्यालय, आंध्रप्रदेश, विजयवाड़ा - ५२०००२
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
ANDHRA PRADESH, VIJAYAWADA – 520 002

No. PAG (Au)/AP/Admn-I/HR-II/Dept./F-06/2022-23/

Date: 11/07/2022

NOTICE NO:03

Senior Audit Officers/Assistant Audit Officers/PSs/PAs who are willing to be considered for empanelment for posting to O/o Principal Director of Audit, Kuala Lumpur may submit their Bio-data in quadruplicate in the enclosed proforma in Administration Section by **18.07.2022**.

The following guidelines/criteria will be adopted for selecting an officer for recommendation:

- The officers/officials must have at least 7 full years "outstanding" APARs in the last 10 years. PSs/PAs should have at least 4 "outstanding" APARs in the last 10 years. In case, the total service of the officers/official is less than 10 years, she/he should have at least the required number of "outstanding" APARS during her/his entire service.
- The officials/officers must have completed at least 3 years of service (for SAOs) and 5 years of service (for AAOs/ PSs /PAs) in the respective grade as on 01.01.2022.
- SAOs should not be over 53 years of age as on 01.01.2022; AAOs should not be over 51 years and PSs/PAs should not be over 54 years as on the above date. In case of officials who have earlier served in headquarters for atleast 2 years, the age limit will be relaxed by one year ,i.e. 54 years for Sr.AOs;52 years for AAOs; and 55years for PSs/PAs.
- The officials/officers should not expect, in normal course, promotion to next grade till end of their postings in the overseas Audit Office. However, those who are willing to forego their placement on higher grade on promotion till end of their tenure in the overseas Audit office may also be recommended.
- The officers/officials who have had a posting abroad (including Bhutan) either in IA&AD offices or in other offices, officers/officials on Deputation/Foreign Service outside the Department need not apply.
- The officers (Sr.AOs and AAOs) posted abroad are required to serve in C&AG's office at New Delhi for 3 years on return and, therefore, those willing for posting to Headquarters office at New Delhi on return, should only be recommended. This would not be applicable in case of PSs/PAs.
- The officials/officers who had earlier been on deputation, in India, outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department as

on 01.01.2022.

- The Officials/officers should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past.
- SAOs/AOs should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of PSs/PAs, preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.
- The officers/officials should possess a substantially high capacity to do original work.
- The officials/officers and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.
- The officials'/officer's commitments at home should not be such as would hamper their effective performance of their official duties abroad.
- The officials should have a small-sized family. The spouse should be able to speak and write English fluently.
- The officials and their family should be good representatives of the country.
- Education of College going children is very expensive abroad and posting abroad should not cause dislocation to family. Officials/Officers with younger children may be preferred. Upon being deputed for a posting abroad, no requests for extension of tenure, for any reason whatsoever, will be entertained.
- The officials/officers should have a cosmopolitan attitude and be flexible in their habits.

Gautam Allada

Sr. Deputy Accountant General (Admn.)

Copy to:

1. Notice Board.
2. Hindi Anubhag-*for translation.*
3. SAO/IS Wing- *for placing on office website.*

Digitally Signed by Gautam
Allada

Date: 11-07-2022 13:34:52

Reason: Approved

Annexure-III**Proforma showing the bio-data and family particulars of
Sr.AOs/AAOs/PSs/PAs recommended for posting abroad
(To be submitted in quadruplicate)**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) Age as on 01.01.2022	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination (in case of SAOs/AAOs only)	
11. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO) or PS/PA	PA: PS: AAO (including erstwhile SO): Sr. AO (including AO):
12. Number of years completed in the grade as on 1.1.2022 a)PA b)PS c)AAO (SO/AAO combined) d)Sr.AO (AO/Sr.AO combined)	
13. Present pay & Level	Rs.

13. Experience and posts held	Attach separate sheet giving details under this column, duly signed.			
14. Details of previous deputation/foreign service/ UN Audit/Embassy Audit : Give period.	Attach separate sheet giving details under this column, duly signed.			
15. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
16. Whether cooling-off period of 3 years completed on 01.01.2022.	Yes / No.			
17. Proficiency in Computer: (Details may be given)				
18. Details of family	<u>Sl No.#</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
19. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.#</u>	<u>Name</u>	<u>Class</u>	<u>Medium</u>
20. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
21. Chances of promotion to next higher grade in the next five years.	A Certificate to the effect to be furnished by the respective office(s).			
22. Contact details (Phone No and email address)				
23. Any other information.				

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

In the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return (only for Sr. AOs and AAOs).

Dated signature of the candidate

(Countersigned by the Group Officer in charge of Admn of the concerned office)

Note: - Incomplete forms or forms not submitted in quadruplicate will not be accepted.