

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

1 Name	
2. Designation (Please also mention Civil/Comml etc. wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) age as on 01.01.2021	
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 Sr.PS/PA	PA: PS: Sr.PS: AAO (including erstwhile SO) : Sr. AO (including AO):
12. Number of years completed in the grade as on 1.1.2021 a)PA b)Sr.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 01.01.2021.	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.