

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(A&E)-I, MAHARASHTRA, MUMBAI – 400 020

CIRCULAR

Headquarters vide Circular No. 11 issued under letter No. 185/04-Exam/UN Audit/ 2019 dated 08-04-2022 has directed to recommend the names of Sr. Accounts Officers/Assistant Accounts Officers for UN Audit scheduled during 2022-23 and 2023-24. An examination will be held on 08th May 2022 from 10.00 AM to 01.00 PM. for shortlisting of eligible officers. The eligibility criteria is mentioned in Annexure- I as enclosed.

The officers fulfilling the eligibility criteria may give their willingness to Admn-I Section on or before 13-04-2022 positively.

Sd/-
Dy. Accountant General / Admn

Encl: Annexure-I

No. Admn-I / UN Audit / 2022 /33

Date: 11-04-2022

Copy forwarded to:-

1. The Secretary to Principal Accountant General/ The Private Secretary to Principal Accountant General.
2. Sr. Accounts Officer/ Record-II for circulation.
3. Sr. Accounts Officer/EDP (SG) for uploading the circular on website/ SMS to Sr. AOs/AAOs.
4. Notice Board/ Spare copies.

K. Hainabadi
11/4/22
Sr. Accounts Officer /Admn-I

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.