



भारतीयलेखापरीक्षाऔरलेखाविभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
पूर्वी रेलवे, कोलकाता
EASTERN RAILWAY, KOLKATA



No: Admn/15-51B/2021/
Dated: 18th. April 2022

To

All Heads of Offices in IA & AD,
(As per e-mail list)

Sub: *Regarding requirement of Sr. Audit Officer on deputation basis at Office of the Director General of Audit, Eastern Railway, Kolkata.*

Sir/Madam,

I am directed to state that posts of Sr. Audit Officer are vacant/likely to be vacant in the Office of the Director General of Audit, Eastern Railway, Kolkata (05 posts at Headquarters) and various out stations including Banaras Locomotives Works/Varanasi (02 posts) and Chittaranjan Locomotive Works/Chittaranjan (02 posts), which are to be filled in on deputation basis on usual terms and conditions as prescribed by DoPT, GoI and as amended from time to time.

In this regard, it is requested to kindly recommend the names of eligible Officers (AAO/SAO as per Recruitment Rules) who are willing and can be spared immediately in the event of their selection for the post of Sr. Audit Officer on deputation basis.

The recommendations accompanied with the following enumerated documents/certificates may kindly be sent to the Director/Admin, O/o the DGA, Eastern Railway, Kolkata latest by **29th April 2022.**

A bio-data is enclosed in prescribed proforma.

1. Photocopies of complete and up-to-date ACR/APARs for the last 5 years duly attested on each page and Integrity Certificate/ Vigilance Clearance Certificate and statement of major/ minor penalty during last 10 years.
2. The candidate once selected for the post will not be allowed to withdraw their candidature subsequently.

3. While forwarding the recommendations the Sanctioned Strength, Person-in-position and vacancies in Sr. Audit Officer Cadre may specifically be indicated in the forwarding letter.

This issue with approval of the Director General of Audit.

Encl: *as above*

Yours faithfully,

**Sd/-
Director/Administration.**

BIO DATA

1.	Name of the post applied for	
2.	Name of the candidate	
3.	Present post held and date from which present post held.	
4.	Date of birth.	
5.	Gender	
6.	Date of superannuation	
7.	Educational qualification	
8.	Mobile and e-mail address	
9.	Postal address	
10.	Nature of duties performed as AAO and AO/SAO	
11.	Enclose a separate sheet duly authenticated by the department for Sl. No. 10	
12.	Level in Pay Matrix	
13.	Basic Pay in Level in the Pay Matrix.	

Date:

Signature of Candidate

It is certified that particulars furnished are correct and no vigilance case/disciplinary proceedings is either pending or contemplated against the Officer and no penalty, major or minor was imposed on the Officer during the last 10 years .

The integrity of the Officer is beyond doubt.

Signature of the Head of Department
(with stamp)