



प्रधान महालेखाकार (ले.प.1) का कार्यालय, केरल, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),  
KERALA, THIRUVANANTHAPURAM**



No.Au/Admn.VI/8-16/Vol.V/

Date: 12.07.2022

**CIRCULAR No. 23**

**Sr. AOs/AAOs/PSs/PAs** having excellent service records and who are desirous for empanelment for posting to Kuala Lumpur Audit Office may submit their application (in quadruplicate) in the prescribed Proforma, to the Administration Section on or before **18.07.2022 (5.00 PM)**. Guidelines/criteria prescribed are as given below:

- The officers must have at least 7 full years' 'Outstanding' APARs in the last 10 years. In respect of PSs/PAs, the officials should have at least 4 'Outstanding' APARs in the last 10 years.
- The officers should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs/PSs/PAs) in the respective grade as on 01.01.2022
- Sr. AOs should not be over 53 years of age as on 01.01.2022 and AAOs should not be over 51 years and PS/PAs should not be over 54 years of age as on the above date.
- In case of officials who had earlier served in HQ for at least 2 years, the age limit will be relaxed by one year, i.e. 54 years for Sr. AOs; 52 years for AAOs; and 55 years for PSs/PAs.
- The officers/officials should not expect, in normal course, promotion to next grade till the end of their postings in the Overseas Audit Office. However, those who are willing to forego their placement on higher grade promotion till end of their tenure in the Overseas Audit Office may apply.
- The officers who have had a posting abroad (including Bhutan) either in our offices or in other offices, officers on deputation/Foreign Service outside the Department are not eligible to apply.
- The officers posted abroad are required to serve the C&AG's Office at New Delhi for three years on return and therefore, those willing for posting to Headquarters office at New Delhi on return, shall apply. No exemption from this condition will be granted. This would not be applicable to PSs/PAs.
- The officers who had earlier been on deputation outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department as on 01.01.2022.
- The officers should be clear from vigilance and disciplinary angle and should not have been awarded minor/major penalty in the past.

- Sr.AOs/AAOs should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of Sr.PS/PAs, preference will be given to those having experience in stenography, typing, both in English/Hindi and proficiency in MS office.
- The officers nominated should possess substantially high capacity to do original work.
- Nominated 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 officers' commitments at home should not be such as would hamper their effective performance of their official duties abroad.
- The officers recommended should have a small-sized family. The spouse should be able to speak and write English fluently.
- The officers and their family should be good representatives of the country.
- Posting abroad should not cause dislocation of the family, as education of college going children is very expensive abroad therefore officials with younger children will be preferred.
- No request for extension of tenure of deputation abroad, for any reason whatsoever, will be entertained.
- Officers nominated and his/her family should have cosmopolitan attitude and be flexible in their habits.
- Names of eligible SC/ST officers/officials will be considered along with others in accordance with the guidelines issued by Department of personnel, PG and Pension vide their OM NO. F.16/32/74-Estt. (SCT) dated: 03.04.76.

Applications received after the due date **18.07.2022 (5.00 PM)** will not be considered.

*(Vide orders dated 12.07.2022.of Principal Accountant General)*

**Sd/-  
SENIOR AUDIT OFFICER/ADMN.**

To

1. Notice Board
2. Sr.AO/Admn. (Audit-II)/ Sr. AO, OE/Br. Kochi
3. ITS Cell (for uploading in website)
4. Branch Offices
5. All controlling sections for information of field parties.
6. RAOs