

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
INDUSTRY AND CORPORATE AFFAIRS
AGCR BUILDING, IP ESTATE
NEW DELHI - 110002**

F.No. Admn./V/Permanent Absorption (AAO)/270//2022-23/186

Dated: 22 SEP 2022

CIRCULAR

Subject: Permanent absorption of SAS passed officials, awaiting promotion as regular AAO for want of vacancies in their offices, by the deficit office having vacancies in AAO cadre in the same stream - Reg

Reference: Headquarters Circular No.26-Staff (App-III)/ 155-2022 issued vide letter no.569-Staff (Appt.-III)/ 155-2022 dated 08.09.2022 and even no. dated 09.09.2022.

It is proposed to fill up the 46 vacant posts of Assistant Audit Officer under the cadre control of the Office of the Principal Director of Audit (Industry and Corporate Affairs), New Delhi in the Pay Matrix Level — 8 on permanent absorption basis from the Civil Audit/Accounts Offices. Accordingly, applications are invited from willing SAS (Civil Audit) passed officials/AAO (Adhoc) for permanent absorption as Assistant Audit Officer in the cadre. Willing SAS passed candidates may apply by 08.10.2022 through their respective Cadre Controlling Authority. The Cadre Controlling Authorities may forward such applications to this office by 18.10.2022 along with the following documents **through e-mail**: -

- (a) Application cum undertaking for permanent absorption by the willing officials **(Annexure-I)**.
- (b) Bio-data of the concerned officials in original and countersigned by the Sr. DAG/DAG (Administration) **(Annexure-II)**.
- (c) Duly filled in Composite statement of Cadre Clearance/Integrity Certificate/Vigilance Clearance / Major / Minor Penalty etc. **(Annexure – III)**.
- (d) Inter-se seniority of the concerned officials duly signed by the Competent Authority in case of two or more officials.
- (e) Complete and attested copies of the APARs of the concerned officials for the last 5 years.
- (f) Abstract of APAR grading for the last 05 years in tabular form duly signed.


Deputy Director/Administration

Copy forwarded to:

- 1) All IA&AD field offices
- 2) The AC (N) with reference to Circular No.26-Staff (App-III)/ 155-2022 issued vide letter no. 569-Staff (Appt.-III)/ 155-2022 dated 08.09.2022 and even no. dated 09.09.2022.



Deputy Director/Administration

APPLICATION FORM CUM UNDERTAKING FOR PERMANENT ABSORPTION

To

The Cadre Controlling Authority.
(of the deficit office)

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(Through proper channel)

Subject: Application for permanent absorption to the O/o thefor the post
of AAO

Sir/Madam,

With reference to the transferor Office's Circular No. dated,
I, AAO/AAO (Adhoc)/Clerk/ Auditor/ Accountant/
Stenographer Grade-III / Sr. Auditor / Sr. Accountant /Stenographer Grade-II/ Stenographer
Grade-I/DEO-B/DEO-A(SAS passed) of the Office of
the.....(name of the transferor office) hereby apply for
permanent absorption to AAO cadre in the Office of the.....(name of the
transferee office). I also enclose herewith my complete bio-data.

Undertaking

I..... AAO/AAO (Adhoc)/Clerk/ Auditor/ Accountant/ Stenographer
Grade-III / Sr. Auditor / Sr. Accountant /Stenographer Grade-II/ Stenographer Grade-I/DEO-
B/DEO-A(SAS passed) of the Office of the(name of the transferor office)
solemnly affirm and state as follows:

- (i) that I accept all the terms and conditions mentioned in the transferor Office's Circular /
Office Order No..... datedregarding permanent absorption.
- (ii) that I also accept the condition that consequent upon my permanent absorption to AAO
cadre, I shall be ranked junior most in the cadre in the transferee office.
- (iii)that I shall not claim any benefit of my previous position which I enjoyed in the transferor
office in service matters like seniority, added benefit of previous service while deciding
the matter of promotion, seniority, etc. in the new office in future
- (iv)that I shall have no lien to the post held by me in O/o.....(previous office)
subsequent to my absorption in AAO cadre in O/o(new Office) and I
accept that the absorption is irreversible.

- (v) that I shall pass the language test applicable to the State (language.....), failing which I shall not be considered for further promotion to next higher cadre.
- (vi) I shall also abide by all the decisions taken from time to time in this regard by the competent authority.

Yours faithfully,

Signature.....

Name.....

Designation.....

Name of the office of the Applicant seeking permanent absorption.

Place:.....

Date:.....

Annexure - II

Bio data

Sl. No.	Description	Details
1)	Name	
2)	Father's Name	
3)	Category SC/ST/UR	
4)	Whether Physically handicapped If yes – mention type and %of disability	
5)	Married/Un-married	
6)	If married, whether spouse working (Give details)	
7)	Educational qualification	
8)	Departmental Examination passed, if any, with date/month of passing the examination.	
9)	Post in which joined IA &AD	
10)	Date of joining IA &AD	
11)	Present post held	
12)	Date from which present post held	
13)	Pay drawn (Pay level & basic pay)	
14)	Date of passing SAS examination	
15)	Brief description of duties	
16)	Special achievements, if any	
17)	Permanent home address	
18)	Present address	
19)	Mobile No.	
20)	e-mail ID	

Signature:.....

Name:.....

Designation:.....

Place:.....

Date:.....

ANNEXURE - III**Composite Statement of Cadre Clearance, Integrity Certificate, Vigilance Clearance Certificate & Major/Minor Penalties etc.**

Sl. No.	Name of the Officers (S/Shri/Smt.)	Cadre Clearance	Integrity Certificate	Vigilance Clearance Certificate	Statement of Major/Minor Penalties if any imposed upon the officer during last 10 years.
	XYZ_____	Cadre Clearance for absorption has been given by the Cadre Controlling Authority	Integrity of the officers is beyond doubt.	No disciplinary /Court case is pending or contemplated against the officer.	No Major/Minor Penalties have been imposed upon the officer during last 10 years.

Competent Authority