



Circular No. 26-Staff (Appt.-III)/155-2022  
भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय  
9, दीन दयाल उपाध्याय मार्ग, नई दिल्ली - 110 124  
OFFICE OF THE  
COMPTROLLER & AUDITOR GENERAL OF INDIA  
9, Deendayal Upadhyaya Marg, New Delhi-110 124

दिनांक / DATE \_\_\_\_\_

No. 569-Staff (Appt.-III)/155.-2022  
08<sup>th</sup> September 2022

To

All Heads of Department in IA&AD  
(having the cadre control of AAOs in Civil Audit, Civil Accounts and Railway Audit Offices),

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

Sir/Madam,

It has been observed that in some of the Civil Audit offices/Civil Accounts Offices/Railway Audit Offices, there are number of SAS passed candidates awaiting promotion for want of vacancies. Whereas, there are Civil Audit offices/Civil Accounts Offices/Railway Audit Offices having vacancies in AAO cadre hampering the working efficiencies of the offices. Also, not only the services of such SAS passed candidates remains un-utilized for the benefit of the department, but their career progression are also adversely affected.

2. In order to harmonize the staff strength in AAO cadre across the field offices and provide career opportunity to SAS passed officials awaiting promotion to AAO cadre for want of vacancy in AAO cadre in their offices, it has been decided to open up permanent absorption of SAS passed officials, awaiting promotion as regular AAO for want of vacancies in their offices, by the deficit offices having vacancies in AAO cadre in same stream.

3. Within one month after declaration of each SAS Examination (i.e SAS-I and SAS-II), after promoting the eligible departmental SAS passed candidates of that office, the offices having vacancies in excess of 5% of the sanctioned strength of AAO cadre (termed as deficit **offices for this scheme**), **excluding existing number of vacant SC/ST roster points**, may circulate vacancies in AAO cadre calling for application from waitlisted SAS passed candidates to be considered for promotion as regular AAO on permanent absorption basis in their offices. For the purpose of calculation of vacancies, the staff on deputation (except on spouse/disability grounds) from other offices may not be taken against PIP.

4. Accordingly, willing SAS passed candidates awaiting promotion as regular AAO in their respective offices for want of vacancies, may seek permanent absorption to the deficit offices having vacancies in AAO cadre as mentioned below:

From	To
Willing SAS (Civil Audit) passed officials awaiting promotion to AAO cadre in their offices.	Deficit Civil Audit Offices.
Willing SAS (Civil Accounts) passed officials awaiting promotion to AAO cadre in their offices.	Deficit Accounts Offices
Willing SAS (Railway Audit) passed officials awaiting promotion to AAO cadre in their offices	Deficit Railway Audit Offices

5. All deficit field offices may call for applications in the format (Annexure - I) along with bio-data (Annexure – II) from their staff who wish to apply for permanent absorption to the deficit offices. Wide publicity to the contents of the circular may be ensured.

6. The deficit offices would also ensure that the number of SAS passed officials selected on permanent absorption basis plus the number already in the cadre (other than those on deputation) does not exceed 95 per cent of the total cadre strength in AAO cadre. This is in order to provide adequate opportunities to the candidates of that office who would be passing the SAS examination in future.

7. Time line for completion of permanent absorption, as mentioned in Annexure – III may be observed scrupulously. The entire exercise is to be completed strictly within the prescribed time limit. In order to adhere to the time schedule, circulation of vacancies by the deficit offices, forwarding of application along with requisite documents of willing candidates, selection of candidates etc. may be made through e-mail only. On completion of permanent absorption process, the absorbee office may forward report to Hqrs. in Annexure – IV.

8. Criteria for short listing of the candidates for permanent absorption:

- (i) A committee comprising of 03 members, (Sr. DAG/DAG (Admn) and 02 Sr. AOs) may be nominated by the HoD.
- (ii) Committee may take cognizance of APAR gradings, VC/DC clearance, past work experience etc. for making a comparative statement for selection of candidates, restricted to vacancies notified,
- (iii) PwD candidates /spouse cases may be given preference.
- (iv) **In case of number of applicants are more than the vacancies proposed to be filled by absorption, the cases of absorption may be considered on seniority basis (defined in terms of length of service and SAS passing date), if otherwise found fit;**
- (v) Based on the recommendations of the Committee, HoD may select the eligible candidates for permanent absorption. Deviation, if any, from the recommendation of the Committee may be recorded in writing by the HoD.
- (vi) This may be sent to Hqrs. for final approval.

09. Criteria for fixation of seniority of the officials joining on permanent absorption:

- (i) Officials joining on permanent absorption basis will be ranked junior-most in the cadre and lose all claim to his /her seniority in his/her previous office.
- (ii) Amongst the official(s) who join as AAO in the cadre on permanent basis in earlier batch (es) will be placed above the AAOs who joins in subsequent batch (es).
- (iii) Amongst the official(s) joins as AAO in the cadre on permanent basis, in the same lot, the official having SAS passed in earlier batch will be placed senior to the official who passed the subsequent SAS examination.
- (iv) Amongst the same SAS batch, the officials in higher grade pay (Pay level) in the feeder cadre to the SAS batch will be senior to those who were in lower grade pay (Pay level) in the feeder cadre to the SAS batch.
- (v) Having the same grade pay (pay level) in the feeder cadre of the same SAS batch, date of appointment in the present post will be the criteria for deciding the seniority amongst those.

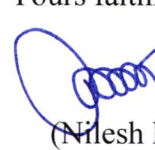
10. On permanent absorption, pay of the officials will be fixed in terms of Rule 13 of CCS (RP) Rules 2016.

11. Decision on any matter related to dispute/interpretation of the criteria/conditions rests with C&AG Headquarters (HR Wing).

12. There may arise cases where the existing AAO (Ad hoc) would not take advantage of the proposed scheme as they are already enjoying the benefits of higher pay scale and locational advantage. In such cases, in order to ensure that vacancies in the field offices are brought down to a minimum, the existing AAO (Adhoc) may be encouraged to seek deputation to the post of AAO in the offices having vacancies in the cadre in terms of existing provisions of Recruitment Rules to the post of AAOs within next two years failing which appointment to the post of AAO (Adhoc) will be subject to review in terms of para 1(iv)(e) of Hqrs. circular No. 22-Staff (Appt.)/2015 dated (for Accounts) and para 1(ii)(e) of Hqrs. letter No. 257-Staff(Appt)/111-2018 dated 21.02.2018 (for Audit) and appropriate action will be initiated accordingly. Any deputation circular would, however, be issued only after the issue of the permanent absorption circular.

Yours faithfully,

Enclosures: As above,

 08.9.2022

(Nilesh Patil)

Asstt. Comptroller & Auditor General (N)

**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 the .....for 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..... dated .....regarding 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 in 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:.....

## 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:.....

**TIME LINE FOR PERMANENT ABSORPTION**

Events	Time line specific for issue of circular i.r.o SAS results declared on 20.07.2022	General time line after declaration of each subsequent SAS examination
(1)	(2)	(3)
Each of the deficit offices to circulate the vacancies* proposed to fill by keeping at least 5% posts of SS vacant for potential departmental candidates for their career progression in the office as per Sl .No. 3 of the circular	16.09.2022	Within one month after declaration of each SAS examination, after promoting the eligible departmental candidates.
Offices to give wide publicity in office so that willing SAS passed candidates awaiting promotion for want of vacancies and regular AAOs from the same office having SAS (Civil Audit) passed officials awaiting promotion can apply for unilateral transfer	23.09.2022	Within next 7 days of receipt of circular form deficit offices
Willing SAS passed candidates to apply to only one specific office within the specified time through their respective cadre controlling authorities (Annexure – I- Bio -data)	08.10.2022	Within next 15 working days of issue of circular by office
The cadre controlling authorities to forward the application of willing SAS passed awaiting candidates to the concerned offices along with last 05 years APAR, DC/DC clearance and past work profile/performance.	18.10.2022	Within next 10 working days of closure date of seeking application
The deficit offices to shortlist candidates and forward the details to Hqrs. for approval.	28.10.2022	Within next 10 working days of receipt of application from field offices
The cadre controlling authorities to relieve the candidates to join the new office after approval of Hqrs. office	04.11.2022	Within next one week from the date of receipt of information regarding selection of candidate(s)
Report to be forwarded by the absorbee office to Hqrs. office in the requisite format giving details of officials joined on mutual transfer basis	14.11.2022	Within 10 date of closing date of joining date given by office.

Note: Time line, as mentioned in Col.(3) may be followed, after declaration of each subsequent SAS Examination.

\*Example for computation of vacancies for notification:

(i)	Number of sanctioned posts	=100
(ii)	Person-in-position	=80
(iii)	Vacancy {(i)-(ii)}	=20
(iv)	Total number of vacant SC/ST roster points	=07
(v)	5% of sanctioned post to be kept aside for departmental candidates	=05
(vi)	Total number of officers on deputation on spouse/disability grounds	=02
(vii)	Number of vacancies to be notified for absorption purpose	=20-(05+07+02)=06

Details of officials joined on permanent absorption in AAO cadre.

Name of the absorbee office:.....

Sl. N.	Name of the official	Category (SC/ST/PwBD)	Date of birth	Date of joining IA &AD	Post in which joined in IA &AD	Present post held in parent office	Date from which present post held in parent office	Month of passing SAS examination	Name of office from where permanent absorption sought.	Date of joining on absorption	Remarks