

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्यप्रदेश, ग्वालियर  
ऑडिट भवन, झाँसी रोड, ग्वालियर

पत्र क्रमांक- प्रशा.11/स-6/फा-104/4A      दिनांक:- 06-12-2023

**कार्यालय आदेश/OFFICE ORDER- 130**

निर्धारित प्रपत्र में निम्नलिखित प्रतिनियुक्ति हेतु दो प्रतियों में आवेदन (संलग्न प्रारूप) पत्र समूह अधिकारी के माध्यम से आमंत्रित किये जाते हैं। शर्त:- जो कार्मिक ग्वालियर से बाहर कार्यरत हैं, वे अपना आवेदन समूह अधिकारी को ई-मेल के द्वारा निर्धारित प्रपत्र में भेजें। जिन व्यक्तियों को पूर्व प्रतिनियुक्ति से लौटे तीन वर्ष पूर्ण नहीं हुए हैं (भारतीय लेखापरीक्षा एवं लेखा विभाग के कार्यालयों में प्रतिनियुक्ति से लौटे कार्मिकों के अलावा) उनको आवेदन करने की पात्रता नहीं है। जिन व्यक्तियों का चयन हो जाता है, उन्हें किसी भी परिस्थिति में अपना नाम वापिस लेने की अनुमति नहीं दी जावेगी। प्रतिनियुक्ति से वापस लौटने पर उनकी पदस्थापना इस विभाग के ग्वालियर या भोपाल स्थित कार्यालय में की जा सकती है।

प्रति नियुक्ति संख्या	अन्तिम तिथि	विभाग	पद	पात्रता	प्रतिनियुक्ति	आयु सीमा
H-399	12.12.2023	O/o PrAG (Audit-I) Prayagraj, UP	Sr Audit Officer	Only AAOs who fulfill the conditions given in Paras (A) and (B) of enclosed deputation circular dated 1.12.2023 of the O/o PAG (Audit-I) UP, Prayagraj	Deputation basis on usual deputation terms.	56 Years

संलग्न:- उपरोक्तानुसार

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11

दिनांक:- 06-12-2023

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु-

1 सचिव, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

2 उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

3 वरिष्ठ उप महालेखाकार (प्रशासन), कार्यालय महालेखाकार (लेखापरीक्षा- II) 53-अरेरा हिल्स, होशंगाबाद रोड, भोपाल, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें। साथ ही अभ्यर्थियों के सतर्कता/अनुशासनात्मक/न्यायालयीन/शास्ति संबंधी जानकारी के साथ ही आवेदन प्रेषित करें।

4 उप महालेखाकार/ए.एम.जी- I, /ए.एम.जी- II, /ए.एम.जी- III/ /ए.एम.जी- IV//ए.एम.जी- V, कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- प्रथम) मध्य प्रदेश, ऑडिट भवन, ग्वालियर।

5 उप निदेशक, कार्यालय महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली, शाखा ग्वालियर, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें। साथ ही अभ्यर्थियों के सतर्कता/अनुशासनात्मक/न्यायालयीन/शास्ति संबंधी जानकारी के साथ ही आवेदन प्रेषित करें।

6 उप महालेखाकार/प्रशासन, कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) प्रथम, म.प्र., ग्वालियर, कृपया निर्धारित प्रारूप में आवेदन (दो प्रतियों में) प्राप्त कर/निरंक प्रतिवेदन इस कार्यालय को उल्लेखित दिनांक तक आवश्यक रूप से भेजने की व्यवस्था करें।

7 वरि. लेखापरीक्षा अधिकारी/प्रशासन- 12, 13, 14, सामान्य अनुभाग, कार्यपालन शाखा, विधि कक्ष (प्रशिक्षण) एवं गोपनीय कक्ष।

8 वरि. लेखापरीक्षा अधिकारी/आई. एस. एण्ड डी.ए.सी को इन्टरनेट पर Administration - Personnel लिंक एवं कार्यालय की बेबसाईट पर अपलोड करने हेतु प्रेषित ।

9 श्री नरेश अहुजा / स.ले.प.अ. को इन्टरनेट एवं इन्टरनेट पर अपलोड संबंधी कार्य करने हेतु प्रेषित।

10 वरिष्ठ लेखापरीक्षा अधिकारी/ए.एम.जी- I (मुख्यालय), ए.एम.जी- II (मुख्यालय), ए.एम.जी- III (मुख्यालय), ए.एम.जी- IV (मुख्यालय), ए.एम.जी- V, (मुख्यालय) सामान्य स्थापना, ई.सी.पी.ए.

- 11 महामंत्री, सिनियर ऑडिट आफिसर्स एवं ऑडिट आफिसर्स एसोसिएशन, ग्वालियर
- 12 महामंत्री, एस.ए.एस. (ऑडिट वेलफेयर एसोसिएशन), ग्वालियर।
- 13 महामंत्री, (ऑडिट वेलफेयर एसोसिएशन), ग्वालियर।
- 14 सूचना पटल/ऑडिट भवन ।
- 15 गार्ड फाइल हेतु (03 प्रतियां)।

वरि. लेखापरीक्षा अधिकारी /प्रशासन-11

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) उत्तर प्रदेश, प्रयागराज

सं० प्र० म० ले०(लेखापरीक्षा-प्रथम)/प्रशासन/फा० सं० 752/2023-24/2233

दिनांक: 01.11.2023  
12

**Sub: Filling up of vacant posts of Sr. Audit Officer on deputation basis- regarding.**

Applications are invited through proper channel for filling up the vacancies in the cadre of Sr. Audit Officer (Civil) in this office in Level 10 of the Pay Matrix on deputation basis subject to the following conditions:

Eligibility criteria:

Officers working in the IA & AD offices:

- (A) (i) holding analogous post on regular basis in the parent cadre or department; or  
(ii) with two years of regular service in level - 9 (Rs. 53100- 167800) of pay matrix in the grade or equivalent; or  
(iii) with seven years of regular service in level – 8 (Rs. 47600-151100) of pay matrix in the grade or equivalent; and:

(B) possessing the following qualification and experience namely:

- (i) A pass in Subordinate Accounts Service or equivalent examination conducted by the organised Accounts Department of the Central Government; or  
(ii) successful completion of training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent training course and a minimum of five years' experience in finance or budgeting of Accounts Division of any department or organisation.

(a) The deputation is only temporary and does not give any right for confirmation or indefinite retention of the person in the office to which he or she is being deputed. The deputation shall be initially for a period of one year which may be extended on a yearly basis subject to administrative convenience.

(b) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

(c) The deputation shall be subject to the Recruitment Rules in force.

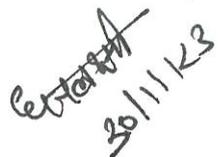
(d) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

(e) The deputationist will be entitled for Deputation Allowance, as applicable, in accordance with relevant instructions of DoPT as amended from time to time.

- (f) Once taken on deputation, the official shall be liable to be posted to any office under the cadre control of Principal Accountant General (Audit-I) U.P. either in existence or may be created in future.
- (g) The deputationist may be surrendered/replaced without assigning any reason. He/she may be repatriated to the parent office without notice if the deficit in the cadre is made up by the staff of this office.
- (h) Screening of applications and selection of officers will be done solely at the discretion of Competent authority.
- (i) Any of the terms and conditions mentioned above can be varied/relaxed at the discretion of this office.

Applications of the willing and eligible officer(s) along with their Bio-data and certificate in the enclosed format may be forwarded so as to reach this office within 30 days of issue of the circular.

**Encl:** Annexure

  
**Sr. Dy. Accountant General/Admn.**

To

All Heads of Department  
In IA & AD Offices  
As per mailing list (except Overseas Offices)

ANNEXUREBIO-DATA/ CURRICULAM VITAE PROFORMA

Self-attested Passport size photograph
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1. Name of the post applied for \_\_\_\_\_
2. Name of applicant with designation and complete office address(in block letters), e-mail and telephone No. \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of entry into service \_\_\_\_\_
8. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Educational qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_

11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e.  
Ad-hoc or temporary or permanent \_\_\_\_\_

13. In case the present employment is held on  
Deputation/contract basis, please state \_\_\_\_\_

a) Date of initial appointment \_\_\_\_\_

b) Period of appointment on Deputation/contract \_\_\_\_\_

c) Name of parent office/Organization to which you belong \_\_\_\_\_

14. Training/ courses attended \_\_\_\_\_

15. Additional details about your present  
employment please state whether working under

i. Central Government

ii. State Government

iii. Autonomous Organization

iv. Central Public Sector Undertaking

v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

I have carefully gone through the vacancy circular/ advertisement and i am well aware that the information furnished in the bio-data duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(SIGNATURE)

Date:  
Mobile No: \_\_\_\_\_

CERTIFICATE TO BE RECORDED BY THE HEAD OF OFFICE/ OFFICER  
NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE  
FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Official seal

*Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010 and its amendment issued from time to time.*

ANNEXUREBIO-DATA/ CURRICULAM VITAE PROFORMA

Self-attested Passport size photograph
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8. Educational qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix \_\_\_\_\_
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- a) Date of initial appointment \_\_\_\_\_
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- c) Name of parent office/Organization to which you belong \_\_\_\_\_
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- Central Government
  - State Government
  - Autonomous Organization
  - Central Public Sector Undertaking
  - State Public Sector Undertaking
16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.  
Enclosed a separate sheet, if required

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(SIGNATURE)

Date:  
Mobile No: \_\_\_\_\_

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NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE  
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5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tele. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Official seal

*Note: All Terms and Conditions of deputation will be followed as per DoP&T's OM No. 6/8/2009-Estt. (Pay.II) dated 17.06.2010 and its amendment issued from time to time.*