

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

To

दिनांक / DATE 05.09.2024

**All Heads of Offices in IA &AD
(As per mailing list except Overseas Audit Offices)
And Commercial Audit Offices)**

Subject: Filling up of vacant posts of Senior Administrative Officers/Assistant Administrative Officers in Headquarters office on deputation basis

Madam/Sir,


The Headquarters requires the services of competent/ willing Sr. AOs/AAOs from field offices, who can be inducted in this office on deputation basis against the vacancies of Sr. AOs/AAOs. The terms and conditions of deputation and other terms will be as per extant Government rules/ orders on the subject.

2. You are requested to recommend the names of eligible and willing officers of your office having requisite qualification /experience and having excellent service record (having at least 05 outstanding APAR out of last 7 years), who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. Applications of candidates under probation/currency of penalty should not be forwarded.

3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

4. The service particulars, copies of Annual Performance Appraisal Report for the preceding seven years of willing and eligible officials along with Abstract of APARs as Annexure-I and prescribed Bio-data as Annexure-II may kindly be sent to the undersigned latest by **30.09.2024**.

Yours faithfully,


(Nilesh Patil)
Director (P)

**Proforma showing the bio-data of Sr.AOs/AAOs recommended
for induction in Headquarters**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) Age as on 01.01.2023	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Year of passing RAE/CPD/Incentive Examination	
12. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO)	AAO (including erstwhile SO): Sr. AO (including AO):
13. Number of years completed in the grade as on 1.1.2024 a) Sr.AO (AO/Sr.AO combined) b) AAO (SO/AAO combined)	
14. Present pay & Level	Rs.
15. Experience and posts held	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in Computer: (Details may be given)	
17. Contact details (Phone No and email address)	
18. Any other information.	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

(Countersigned by the Group Officer in charge of Admn of the concerned office)

ABSTRACTS OF APARs/ ACRs FOR THE LAST SEVEN YEARS UP TO 2022-23

(Year-wise APAR grading for the seven* years to be given in respect of each official)

SI No.	Name & Designation	2022-23	2021-22	2020-21	2019-20	2018-19	2017-18	2016-17
1								
2								
3								
4								
5								

** If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading's only

It is certified that:

- (i) I have verified the grading from the original APARs and found to be correct
- (ii) No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above Officers/Officials in the past.

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DAG/DD/Sr. DAG/Director(Admn)/Director(P)

O/o-----

Date:

Place-----