



ప్రధాన మహాగణకులు (తనిఖీ) వారి కార్యాలయం,
ఆంధ్రప్రదేశ్, విజయవాడ - 520 002

प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
आंध्रप्रदेश, विजयवाड़ा - 520 002

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA - 520 002



No.PAG(Audit)/AP/Admn-I/HR-II/Permissions/2024-25/46 Date: 14-10-2024

CIRCULAR

Sub:-Prior approval from the office for attending various Examinations/
Courses, Deputation applications & other services – Reg.

Of late, the Administration has observed that many officials are not adhering to established timelines and procedures when requesting for No Objection Certificates (NoCs) and Experience Certificates. This includes permissions related to pursuing academic or professional courses through distance and online mode, as well as permissions for appearing various recruitment and examinations.

To ensure efficiency and compliance, it is imperative that all officials follow the prescribed processes and submit their requests in a timely manner. In this regard, the following points are reiterated for strict compliance and adherence by staff:

1. As per the existing Rules, officials intending to apply for or appear in recruitment /examination outside IA&AD must obtain prior permission from the office. However, it has been observed that many officials are seeking *post-facto* permissions during the final stages of the recruitment process. It is, hence, emphasized that post-facto permissions will be granted only in exceptional cases at the discretion of the Competent Authority. Therefore, officials aspiring for employment in other departments are strictly instructed to adhere to timelines and obtain prior permission before applying for any recruitment exams. Officials must also attach a copy of the relevant recruitment notification clearly specifying the last date of application and submit to Administration through e-mail (admin1.anp.au@cag.gov.in).
2. The requests of the officials for issuance of the NoC, Experience Certificate, etc., at later stages of the recruitment process will not be processed without such prior permission. Staff members seeking NoCs, Experience Certificates for appearing in an interview or Service certificates for any other purpose, are hereby instructed to apply at least ten (10) days in advance to enable necessary correspondence and to process the applications in a smooth and

timely manner by the Administration.

3. Officials who wish to pursue various academic/professional courses through distance and online mode from various universities are also instructed to obtain prior permission from the office before enrollment in the courses.
4. Officials while applying for deputation notices circulated by the office, are instructed to ensure that they meet the eligibility criteria and essential qualifications specified in the notice. Applications that do not fulfill these essential conditions, or those are not submitted through proper channel, will summarily be rejected. Additionally, appropriate action will be initiated against those who inattentively submit applications for deputation without meeting the eligibility requirements.

TADI RAMA PRASAD

Sr. Audit Officer (Admn-I)

Copy to:

Secretary to PAG	Notice Board
PA to Sr. DAG (Admn)	PA to Sr. DAG (AMG-I)
PA to Sr. DAG (AMG-II)	PA to Sr. DAG (AMG-III)
All Headquarters Sections	All SAOs/Coordination
Hindi Anubhag for translation	IS wing for circulation among all the staff members.