

प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय  
केरल, तिरुवनंतपुरम



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (AUDIT-I)  
KERALA, THIRUVANANTHAPURAM - 695 001

No.Au/Admn.VI/8-16/Vol.VI

Date 08-11-2024

**परिपत्र सं. 58**  
**CIRCULAR No. 58**

वरिष्ठ लेखापरीक्षा अधिकारी/सहायक लेखापरीक्षा अधिकारी जिनका सेवा रिकॉर्ड उत्कृष्ट है और जो भारत लेखा परीक्षा कार्यालय, नैरोबी, केन्या में नियुक्ति के लिए पैनल में शामिल होने के इच्छुक हैं, वे निर्धारित प्रपत्र में अपना आवेदन (चार प्रतियों में) **12.11.2024 (शाम 5.00 बजे)** तक या उससे पहले प्रशासन अनुभाग में जमा कर सकते हैं। निर्धारित दिशा-निर्देश/मानदंड नीचे दिए गए हैं:

**Sr. AOs/AAOs** having excellent service record and who are desirous for empanelment for posting to India Audit Office, Nairobi, Kenya may submit their application (in quadruplicate) in the prescribed Proforma, to the Administration Section on or before **12.11.2024 (5.00 PM)**. Guidelines/criteria prescribed are as given below:

- The officers must have at least 7 full years' 'Outstanding' APARs in the last 10 years.
- The officers should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs) in the respective grade as on 01.01.2024.
- As on 01.01.2024, Sr. AOs should not be over 53 years of age and AAOs should not be over 51 years of age. In the case of officials who had earlier served in HQ for at least 2 years, the age limit will be relaxed by one year, i.e. 54 years for Sr. AOs and 52 years for AAOs.
- The officers should not expect, in normal course, promotion to next grade till the end of their postings in the Overseas Audit Office. However, those who are willing to forego their placement on higher grade promotion till end of their tenure in the Overseas Audit Office may apply.
- The officers who have had a posting abroad (including Bhutan) either in our offices or in other offices, officers on deputation/Foreign Service outside the Department are not eligible to apply.
- The officers posted abroad are required to serve the C&AG's Office at New Delhi for three years on return and therefore, those willing for posting to Headquarters office at New Delhi on return, shall apply. No exemption from this condition will be granted.
- The officers who had earlier been on deputation outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department as on 01.01.2024.
- The officers should be clear from vigilance and disciplinary angle and should not have been awarded minor/major penalty in the past.
- Sr.AOs/AAOs should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must.
- The officers should possess a substantially high capacity to do original work.
- Officers and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.
- Officer's commitments at home should not be such as would hamper their effective performance of their official duties abroad.
- Officers should have a small-sized family. The spouse should be able to speak and write English fluently.
- The officers and their family should be good representatives of the country.
- Posting abroad should not cause dislocation of the family, as education of college going

children is very expensive abroad therefore officials with younger children will be preferred.

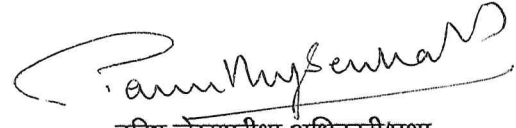
- No request for extension of tenure of deputation abroad, for any reason whatsoever, will be entertained.
- Officers nominated and his/her family should have cosmopolitan attitude and be flexible in their habits.
- Names of eligible SC/ST officers/officials will be considered along with others in accordance with the guidelines issued by Department of personnel, PG and Pension vide their

OM NO. F.16/32/74-Estt. (SCT) dated: 03.04.1976.

नियत तिथि **12.11.2024** (शाम 5.00 बजे) के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

Applications received after the due date **12.11.2024 (5.00 PM)** will not be considered.

(महालेखाकार के दिनांक 08-11-2024 के आदेशानुसार)  
(Vide orders dated 08-11-2024 of Accountant General)



वरिष्ठ लेखापरीक्षा अधिकारी/प्रशा.  
Senior Audit Officer/Admn.

प्रतिलिपि/To

1. सूचना पट्ट /Notice Board
2. वरि. ले. प. अ. /प्रशा. (लेखापरीक्षा -II) / Sr.AO/Admn. (Audit- II)
3. शाखा कार्यालय /Branch Offices
4. सूचना प्रौद्योगिकी अनुभाग (वेबसाइट पर अपलोड करने हेतु)/ITS (for uploading in website)
5. क्षेत्रीय दलों की सूचना के लिए सभी नियंत्रण अनुभाग/All controlling sections for information of field parties.
6. निवासी लेखापरीक्षा कार्यालय/ RAOs

**Proforma showing the bio-data and family particulars of  
Sr.AOs/AAOs recommended for posting abroad  
(To be submitted in quadruplicate)**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth (ii) Age as on 01.01.2024	
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. Date of promotion/ appointment as AAO (including erstwhile SO) / SrAO (including erstwhile AO)	AAO (including erstwhile SO):  SrAO (including erstwhile AO):
12. Number of years completed in the grade as on 1.1.2024 a) SrAO (AO/Sr.AO combined)  b) AAO (SO/AAO combined)	
13. Present pay & Level	Rs.
14. Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>
15. Details of previous deputation/foreign service/ UN Audit/Embassy Audit: Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>

16. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
17. Whether cooling-off period of 3 years completed on 01.01.2024.	Yes / No.			
18. Proficiency in Computer: (Details may be given)				
19. Details of family	<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
20. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.</u>	<u>Name</u>	<u>Class</u>	<u>Medium of Education</u>
21. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
22. Chances of promotion to next higher grade in the next five years.	<b>A Certificate to the effect to be furnished by the respective office(s).</b>			
23. Contact details (Phone No and email address)				
24. Any other information.				

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

In the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return.

**Dated signature of the candidate**

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

***Note: - Incomplete forms or forms not submitted in quadruplicate will not be accepted.***