



सत्यमेव जयते

परिपत्र (प्रशासन)

मुख्यालय कार्यालय के पत्र क्रमांक. 1127-PD(P)/2025 दिनांक 29.01.2025 (प्रतिलिपि संलग्न) के सन्दर्भ में इस कार्यालय के पात्र / इच्छुक नियमित वरिष्ठ लेखापरीक्षा अधिकारियों/सहायक लेखापरीक्षा अधिकारियों (वाणिज्यिक व सिविल) तथा वरि० निजी सचिव/आशुलिपिक ग्रेड I&II से कार्यालय महानिदेशक लेखापरीक्षा, लंदन तथा प्रधान निदेशक लेखापरीक्षा वांशिंगटन व कुआला लुम्पुर में पोस्टिंग हेतु पैनल में शामिल करने के लिए आवेदन आमंत्रित किए जाते हैं।

Hqrs. Office vide letter No. 1127-PD (P)/2025 dated 29.01.2025 (copy enclosed) has sought nominations of Sr. Audit Officers (Civil & Commercial)/Asstt. Audit Officers (Civil & Commercial)/ Sr. PS/Stenographer Grade I &II for empanelment for overseas posting to the O/o Director General of Audit, London & O/o Pr. Director of Audit Washington and Kuala Lumpur

उपरोक्त विदेशी कार्यालयों में पोस्टिंग के लिए पैनल में शामिल होने के इच्छुक और निर्धारित पात्रता मानदंडों को पूरा करने वाले वरिष्ठ लेखापरीक्षा अधिकारी एवं सहायक लेखापरीक्षा अधिकारी (सिविल व वाणिज्यिक) तथा वरि० निजी सचिव/आशुलिपिक ग्रेड I & II बायोडाटा और पारिवारिक विवरण निर्धारित प्रोफार्मा (अनुलग्नक-III) में प्रशासन अनुभाग में दिनांक 07-02-2025 तक प्रस्तुत कर सकते हैं।

Sr. Audit Officers/Asstt. Audit Officers (Civil & Commercial) and Sr. PS/Stenographer Grade I & II desirous for empanelment for posting in the aforesaid overseas office and fulfilling the all the eligibility criteria prescribed viz. maximum age limit as on 01.01.2025, having 'outstanding' APARs for the prescribed number of years, minimum service in the cadre etc. may submit their bio data & family particulars in the prescribed proforma (Annexure-III) to Administration section latest by 07.02.2025.

अधिकारी/कर्मचारी पैनल में शामिल होने के लिए आवेदन प्रस्तुत करने से पहले हर तरह से अपनी पात्रता सुनिश्चित कर लें। जिन अधिकारियों/कर्मचारियों के पास अपेक्षित एपीएआर बेंचमार्क नहीं है, उन्हें आवेदन करने की आवश्यकता नहीं है।

Officers may ascertain their eligibility in all respects prior to submitting willingness/proforma for empanelment. Officers/officials not having requisite APAR benchmark for the prescribed number of full years need not apply.

(प्राधिकार: प्रधान महालेखाकार महोदय के आदेश दिनांक 31.01.2025)

हस्ता/-

वरि० लेखापरीक्षा अधिकारी (प्रशासन)

संख्या:- प्रशासन/ले०प०/विदेश प्रतिनियुक्ति/आईएण्डएडी/2024-25/3883-85 दिनांक: 31.01.2025

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है :

1. सचिव प्रधान महालेखाकार
2. निजी सहायक, सभी समूह अधिकारी
3. संयुक्त ई मेल (cag-all-audithp@ismgr.cag.gov.in)

वरि० लेखापरीक्षा अधिकारी (प्रशासन)

31/01

Annexure-III

**Proforma showing the bio-data and family particulars of
Sr.AOs/AAOs/SrPSs/PAs 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 01.01.2025	
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 (in case of SAOs/AAOs only)	
11. Date of promotion/ appointment as AAO (including erstwhile SO) / SrAO (including erstwhile AO) or SrPS/PA	AAO (including erstwhile SO): SrAO (including erstwhile AO): OR PA: PS: SrPS:
12. Number of years completed in the grade as on 01.01.2025 a) SrAO (AO/Sr.AO combined) b) AAO (SO/AAO combined) c) PA d) SrPS	
13. Present pay & Level	Rs.

14. Experience and posts held	Attach separate sheet giving details under this column, duly signed.			
15. Details of previous deputation/foreign service/ UN Audit/Embassy Audit: Give period.	Attach separate sheet giving details under this column, duly signed.			
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 01.01.2025.	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.	A Certificate to the effect to be furnished by the respective office(s).			
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 (*only for Sr. AOs and AAOs*).

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.

[Cag-iaad] Nomination of Sr.AOs/AAOs/SrPSs/PAs for empanelment for posting to O/o Director General of Audit, London; O/o Principal Director of Audit, Washington and O/o Principal Director of Audit, Kuala Lumpur

From : Swati Pandey <swatip@cag.gov.in>

Wed, Jan 29, 2025 06:45 PM

Subject : [Cag-iaad] Nomination of Sr.AOs/AAOs/SrPSs/PAs for empanelment for posting to O/o Director General of Audit, London; O/o Principal Director of Audit, Washington and O/o Principal Director of Audit, Kuala Lumpur

1 attachment

To : cag-iaad <cag-iaad@ismgr.nic.in>

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI**

No. 1127-PD(P)/2025

Date: 29.01.2025

To

Heads of Department of IA&AD Offices
(As per mailing list)

Sr DAG (Admn)
D.No. 5/7
Initials 30/1/25

प्रमोले सचिवालय
डायरी सं 1007
दिनांक 30/01/2025

Subject: Nomination of Sr.AOs/AAOs/SrPSs/PAs for empanelment for posting to O/o Director General of Audit, London; O/o Principal Director of Audit, Washington and O/o Principal Director of Audit, Kuala Lumpur

Madam/Sir,

Sr. AO (Admn.)
30/1/25

It has been decided to prepare a panel of Sr.AOs/AAOs/SrPSs/PAs for posting to O/o Director General of Audit, London; O/o Principal Director of Audit, Washington and O/o Principal Director of Audit, Kuala Lumpur. I am, therefore, directed to request you to recommend names of eligible Sr.AOs/ AAOs belonging to Audit Wings alone (Civil, Commercial, F&C, Railway, Defence, etc.), and SrPSs/PAs belonging to Audit as well as A&E Wings for empanelment. The Officers/ Officials should have outstanding service records and be suitable for posting in Overseas Audit Offices. The maximum number of Officers/Officials that can be recommended by each Cadre Controlling Authority (CCA), is indicated in **Annexure-I**. While nominating Officers/Officials for posting abroad, the following guidelines/criteria may kindly be given due consideration:

(a) Officers recommended must have at least 7 full years' 'Outstanding' APARs in the last 10 years. In respect of SrPSs/PAs, the Officials nominated should have at least 4 'Outstanding' APARs in the last 10 years. In case, the total service of the Officer/Official is less than 10 years, she/he should have at least the required number of 'Outstanding' APARs during her/his entire service.

(b) Officers recommended should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs/SrPSs/PAs) in the respective grade as on 01.01.2025.

(c) Sr.AOs should not be over 53 years of age as on 01.01.2025; AAOs should not be over 51 years; and Sr.PSs/PAs should not be over 54 years, as on the above date. In case of Officers/Officials who have earlier served in Headquarters for at least 2 years, the age limit will be relaxed by one year, i.e., 54 years for Sr.AOs; 52 years for AAOs; and 55 years for PAs.

(d) Officers recommended should not expect, in normal course, promotion to next grade till end of their postings in the Overseas Audit Office. However, those who are willing to forego their placement in higher grade on promotion till end of their tenure in the Overseas Audit Office may also be recommended.

30/1/25

(e) Officers/Officials who have had a posting abroad (including Bhutan), either in our Offices or in other Offices, Officers/Officials on Deputation/Foreign Service outside the Department, should also not be recommended. No exemption from this condition will be granted.

(f) Officers posted abroad are required to serve in C&AG's Office at New Delhi for three years on return and, therefore, those willing for posting to Headquarters at New Delhi on return, should only be recommended. No exemption from this condition will be granted. This would, however, not be applicable in case of SrPSs/PAs.

(g) Officers/ Officials who had earlier been on Deputation, in India, outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the Department, as on 01.01.2025, before they are considered for this assignment.

(h) Officers/Officials should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past. A certificate of Sr.DAG/DAG/Director/Deputy Director (Admn.)/ Director (P) should be attached indicating that no penalty has been imposed on the Officer in his/her career.

(i) Officers recommended should have adequate experience in Audit. Proficiency in computer software applications, particularly MS Office is a must.

(j) Officers/Officials nominated should possess substantially high capacity to do original work.

(k) Nominated Officers and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.

(l) Nominated Officers'/ Officials' commitments at home should not be such as would hamper their effective performance of their official duties abroad.

(m) Nominated Officers/ Officials should have a small-sized family. The spouse should be able to speak and write English fluently.

(n) Nominated Officers/ Officials and their family should be good representatives of the Country.

(o) Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers/Officials with younger children may be preferred. The nominated Officers/Officials may be informed at the outset that if they are selected and deputed for a posting abroad, no request for extension of tenure, for any reason whatsoever, will be entertained.

(p) Nominated Officers/Officials and her/his family should have a cosmopolitan attitude and be flexible in their habits.

(q) Names of eligible SC/ST Officers/ Officials may be considered along with others in accordance with the guidelines issued by the Department of Personnel, PG and Pension vide their OM No. F.16/32/74-Estt. (SCT) dated 03.04.1976 (**Annexure-II**).

2. Directors General of Audit/Principal Accountants General/Principal Directors of Audit/Accountants General, may review the cases of all those who volunteer and recommend not more than the number indicated in **Annexure-I**. It must be ensured that those recommended are suitable in terms of above guidelines.

3. Your recommendations, along with the following, may be e-mailed to the undersigned, by name, by **14 February 2025** [scanned copy also to be sent in PDF format, by e-mail at saoacp@cag.gov.in and aao1pdp@cag.gov.in]:

(i) Service and other particulars of the candidates (in the enclosed proforma: **Annexure III**);

(ii) The abstracts of APARs for the last 10 years i.e. up to 2023-24 in the prescribed proforma (**Annexure-IV**) duly certified by the Sr.DAG/ Director/ DAG/ DD (Admn.)/ Director (P) (*scanned copies of APARs are not required to be sent at this stage*). However, in case of any adverse remarks in the earlier APARs, attested copies of those APARs are required to be sent.

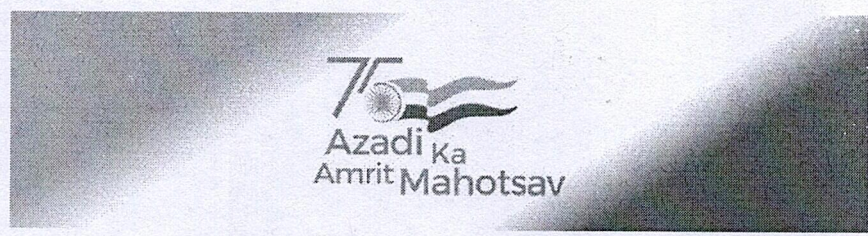
671/c

4. All applications (*except those working on deputation in Headquarters*) must be routed through the respective Cadre Controlling Authorities. In respect of Officers working on deputation in Headquarters, their names may either be recommended by their respective CCAs, with intimation to the Director General (HQ), or locally through Director General (HQ), with intimation to their respective CCAs, subject to limits prescribed in **Annexure I.**
5. Cadre Controlling Authorities may also recommend names of Officers who are on deputation to other Offices of the IA&AD, but not those who are presently on deputation outside the IA&AD. The Cadre Controlling Authorities may also consider those Officers who were recommended earlier but could not be selected, provided they are otherwise eligible.
6. A '**NIL**' recommendation may be sent where there are no suitable volunteers.
7. Recommendations in respect of Sr.AOs/AAOs (Commercial) may be sent to the Deputy Comptroller & Auditor General (Commercial) for final recommendation of 5 (five) Sr.AOs (Commercial) and 5 (five) AOs (Commercial).
8. Receipt of this letter may please be acknowledged.


Yours faithfully,

**Sd./-
(Swati Pandey)
Principal Director (Personnel, SMU & Coord.)**

Enclosures: As Above.



CAG-IAAD mailing list -- cag-iaad@lsmgr.nic.in
To unsubscribe send an email to cag-iaad-leave@lsmgr.nic.in

 **Annexures_Overseas Audit Office Vacancies_2025-26.pdf**
242 KB
