

**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-II), पश्चिमबंगाल**  
**OFFICE OF THE**  
**PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
**3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block**  
**Sector- I, Salt Lake, Kolkata – 700 064**  
**E-mail: [agauwestbengal2@cag.gov.in](mailto:agauwestbengal2@cag.gov.in)**

**N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/623**

**Dated: 04.09.2025**

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No.: NAAA/Deputation/Sr.AO/2025-26/1777 dated 03.09.2025 received from National Academy of Audit & Accounts, Shimla regarding filling up the post of Sr. Audit Officer in National Academy of Audit & Accounts, Shimla on deputation basis.	<b>19.09.2025</b>

Branch officers concerned are requested to bring the contents of the above letter to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

Digitally signed by  
ASHUTOSH BISWAS  
Date: 04-09-2025  
Sr. Audit Officer (Admn.I)

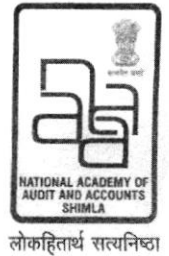
Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report (Civil)
15. Sr. Audit Officer/ECPA-Cum-Report (Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

Asstt. Audit Officer (Admn.I)



भारतीय लेखापरीक्षा तथा लेखा विभाग  
राष्ट्रीय लेखापरीक्षा तथा लेखा अकादमी  
शिमला - 171004  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
NATIONAL ACADEMY OF AUDIT & ACCOUNTS  
SHIMLA - 171 004



No. NAAA/Deputation/Sr.AO/2025-26/ 1777

Dated: 03.09.2025

To

All Head of the Department (in the IA&AD)  
(Except Overseas Audit Offices)

**Subject: Filling up the posts of Sr. Audit Officer by transfer on deputation basis in the National Academy of Audit & Accounts, Shimla-reg.**

Madam/Sir,

The National Academy of Audit & Accounts, Shimla proposes to fill up vacant posts in the cadre of Sr. Audit Officer on deputation basis. The initial period of deputation will be for 3 years, with the possibility of extension subject to the individual's continued suitability and administrative convenience. The deputation will be governed by the terms and conditions stipulated in Headquarters Circular No. 60-Staff (App)-I/14-2023 dated 27.01.2025. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

**02. The eligibility conditions are as under: -**

Sl. No.	Name of the post and No. of the post	Level in pay and No. Matrix	Eligibility/experience/terms & conditions
1.	Sr. Audit Officer (03)	Level-10	Sr. Audit Officer/Sr. Accounts Officer holding analogous post on regular basis or Assistant Audit Officer with seven years of regular service including service rendered in non-functional grade of Level - 9 (Rs. 53100-167800) of the pay matrix and having successfully completed mandatory training of two to four weeks in the field, as prescribed by the Headquarter Office.

03. In light of the above, it is requested, that the names of willing officials may be suggested who in the event of final selection, could be spared immediately in the event of their selection for the post of Sr. Audit Officer on deputation basis. Kindly forward the recommendations, alongwith the following documents/certificates, via email to [naaa@cag.gov.in](mailto:naaa@cag.gov.in) by **26.09.2025**:

ई-मेल : [naaa.cag@nic.in](mailto:naaa.cag@nic.in)  
e-mail : [naaa.cag@nic.in](mailto:naaa.cag@nic.in)

फैक्स : 0177-2657994 दूरभाष : 2803178, 2652458, 2658320  
Fax : 0177-2657994 Phone : 2803178, 2652458, 2658320

- i. Bio-data (2 copies) in the enclosed prescribed proforma.
- ii. Job profile duly signed by Group Officer.
- iii. Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page
- iv. Integrity certificate/Vigilance Clearance certificate and statement of major/minor penalty during last 10 years.

This may please be widely circulated in your offices.

Yours faithfully,

A handwritten signature in black ink, consisting of stylized initials and a long horizontal stroke extending to the right.

Director (Admn.)

Encl: as above

**Biodata: Application for post of (Sr. AO/AAO)**

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	Proficiency in Computers, Details may be given	
12.	Present Pay and Pay Level	
13.	Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation	
14.	Mobile Number and official email ID	
15.	Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, Field Audit, if any (full details)	Separate Sheets may be added, if needed.

**Latest  
Passport Size  
Photo**

I hereby declare that the above particulars furnished by me are correct and true to the best of my knowledge.

(Signature of the applicant)

It is certified that the above particulars furnished by the official were verified from the service record and found to be correct.

Signature of the Head of the Office (with Stamp)

Place:

Date: