

प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्य प्रदेश, ग्वालियर
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), M.P., GWALIOR

क्र:प्रशा-XI/स-I/फ-238 Vol.V/CRAAnCEA/का.आ/

दिनांक: 11.12.2025

कार्यालय आदेश/ Office Order-437

मुख्यालय के परिपत्र संख्या 48 दिनांक 11.12.2025 के निर्देशों के अनुपालन में, समस्त व.ले.प.अ./स.ले.प.अ. जिन्होंने अभी तक विकल्प प्रपत्र (Option form) नहीं भरा है, उन्हें आज दिनांक 11.12.2025 तक अपना विकल्प प्रपत्र भरने करने का निर्देश दिया जाता है। साथ ही यह भी सूचित किया जाता है कि जिन अधिकारियों ने वचन पत्र प्रपत्र (भाग-बी) में हस्तलिखित शर्तें जोड़ी हैं, वह प्रपत्र को संशोधित करके पुनः अपलोड करें। इस सम्बन्ध में मुख्यालय द्वारा जारी FAQ दिनांक 11.12.2025 आवश्यक कार्रवाई हेतु संलग्न हैं।

In compliance with instructions received vide Headquarters' circular No. 48 dated 11.12.2025, it is hereby directed to all the SAOs/AAOs who haven't filled the option form till date may submit their option form by today i.e. 11.12.2025. It is also directed that those officials who have added handwritten conditions in the Undertaking Form (Part-B) may revise and re-upload the correct forms. In this regard FAQ dated 21.11.2025 issued by Headquarters is enclosed for necessary action.

संलग्न यथोक्त

Enclosure: As above

हस्ता/-

उप महालेखाकार/प्रशासन

क्र:प्रशा-XI/स-I/फ-238 Vol.V/CRAAnCEA/का.आ/

दिनांक: 11.12.2025

प्रति सूचनार्थ एवं आवश्यक कार्रवाई हेतु-

- (1) सचिव, प्रधान महालेखाकार (लेखापरीक्षा-I) मध्य प्रदेश, ग्वालियर।
- (2) सचिव, प्रधान महालेखाकार (लेखापरीक्षा-II) मध्य प्रदेश, भोपाल।
- (3) उप निदेशक (केन्द्रीय प्राप्ति), महानिदेशक लेखापरीक्षा (केन्द्रीय प्राप्ति), नई दिल्ली का कार्यालय, ग्वालियर शाखा।
- (4) उप महालेखाकार/प्रशासन, प्रधान महालेखाकार (लेखापरीक्षा-II) का कार्यालय, मध्य प्रदेश, भोपाल।
- (5) उप महालेखाकार/प्रशासन एवं ए.एम.जी.- I, II, III, IV, V।
- (6) व.ले.प.अ./रिपोर्ट, रिपोर्ट (PAC), एसएमयू, ए.पी.डी.ए.सी., AIC-I, II & III, ITA, आई.एस.विंग, प्रशासन-11, 12, 13, 14, सामान्य अनुभाग, कार्यपालन शाखा, कल्याण कक्ष, हिंदी कक्ष, गोपनीय कक्ष, विधि कक्ष, फास, फाप।
- (7) सहायक लेखापरीक्षा अधिकारी (DAG Cell)/ए.एम.जी.-I, II, III, IV एवं V कृपया आपके समूह में पदस्थ अन्य शाखा अधिकारियों, प्रभारी सहा. लेखा परीक्षा अधिकारियों/अन्य पर्यवेक्षण अधिकारियों को परिचालित करें।
- (8) व.ले.प.अ./आई.एस. विंग को कार्यालयीन वेबसाइट पर प्रकाशित करने हेतु।
- (9) समस्त अधिकारी।
- (10) सूचना पटल।
- (11) गार्ड फाइल।

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन-11
11/12/25

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



Circular no.48-Staff Wing/2025
No. 1190- Staff (Appt.III)/ 167-2025

OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 11.12.2025

To

1. Deputy C&AG, Commercial and Report Central
2. Deputy C&AG, Central Revenue Audit
3. All HoDs (As per mailing list)
4. Director (P)

Subject: Frequently Asked Questions (FAQs) on the scheme of creation of CEA and CRA cadres- reg.

Sir/Madam,

In continuation of Headquarters' circular and FAQ of even number dated 21.11.2025 and 03.12.2025, the following calcifications in the form of Frequently Asked Questions (FAQs) are being issued to provide further clarity on the scheme.

1. If an employee is not allotted the central cadre of their preference due to excess applications, should they then be considered for another central cadre, subject to availability, or are they to continue in their existing State Cadre?

Clarification:

In the event of excess applications from a specific office leading to situation where some of the optees does not get centralized cadres, efforts would be made to make adjustment to the extent feasible. Separate communication would be issued at the end of the option seeking exercise.

2. Deputation Allowance for State Cadre Employees posted in CEA/CRA Offices

Clarification:

Deputation allowance will be admissible as per extant norms and deputation shall be governed by Headquarters Circular No. 60-Staff(App)-I/14-2023 dated 27.01.2025.

3. Stepping-up of pay in Created Centralized Cadres

Clarification:

Pay anomaly arising due to creation of centralized cadre shall not be considered for stepping up of pay on the ground of seniority in the centralized cadre.

4. Pending promotion of SAS passed candidates

Clarification:

HoDs may ensure that all pending DPCs for promotion to the AAO cadre, pertaining to vacancies up to 31.12.2025, are completed before the conclusion of the option-seeking exercise, so that eligible AAOs may submit their options. In case of any administrative difficulty, the matter shall be brought to the notice of Headquarters immediately, and the same will be addressed on priority.

5. Publication of Tentative Centralized Seniority List of AAOs and Sr. AOs

Clarification:

A tentative centralized seniority list will be published in the public domain in due course of time.

6. Timeline for Group Officer (Admn.) to Complete Part-C and Forward to Headquarters

Clarification:

The deadline of final submission is 12.12.2025. Offices may set their own internal timelines for employees to submit Part A & B. Further, the offices are not required to fill Part-C in respect of those employees who opts for Existing Civil Audit Cadre or Existing Dying cadre.

7. Manual changes in the Undertaking form

Clarification:

It has come to notice that some employees have added handwritten conditions in the Undertaking Form (Part-B) uploaded on the portal. Heads of Departments are requested to ensure that such manually altered undertakings are not forwarded to Headquarters. Concerned employees may be advised to revise and re-upload the correct forms.

However, if an employee fails to submit the revised form by the last date, they may be informed that only the auto-filled conditions generated through the portal shall be taken into consideration.

8. Partial modification of option form

Clarification:

It is observed that Para 5(B) of the option form erroneously states that the Transfer and Posting Policy is attached. As clarified in the FAQs issued on 29.11.2025, the policy is presently under consultation and will be circulated shortly. Employees are requested to take note of this clarification. Para 5(B) has been corrected accordingly.

9. Any issue faced while filling the Option Form (e.g., Designation not updated, option of applying for any of the cadre is not available for any office etc.)

Clarification:

Such issues should immediately be reported to the SAI Help Desk.

**Yours faithfully,
Sd/-**

**(Sumeet Kumar)
Asstt. Comptroller and Auditor General**