

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



Circular No. 5 –Staff Wing/ 2026  
No. 131 - Staff (Appt.III)/ 167-2025

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

दिनांक / DATE 06.02.2026

To

1. All HoDs (as per mailing list)
2. Director (P)

**Subject: Draft Seniority List of CEA and CRA Cadre and arrangement for excess optees vis-à-vis tentative transfer of Posts –reg.**

Sir/Madam,

**1. Draft seniority list of CEA/CRA cadre**

(i) The draft seniority lists of the CEA and CRA Cadres have been published on the SAI Training Portal (Gradation List → All India Gradation List) and are accessible to all concerned employees as well as to Cadre Controlling Authorities (CCAs) through the Office Admin role.

(ii) All Heads of Department (HoDs) are requested to ensure wide circulation of the above information among the concerned employees and to reconcile the particulars of officials under their control with the official records and raise request for revision/modification, if necessary, through the Add Comments under Gradation List tab in SAI training portal.

(iii) Representations, if any, received from employees may be examined by the concerned CCA. Based on the merit of such representations, the CCA may also suggest modification/revision with proper supporting documents through Add Comments tab.

(iv) Only those revisions/modification requests submitted through the Portal using the Office Admin role shall be entertained. Representations submitted through email or hard copy by offices, or direct representations by individual employees, shall not be entertained.

**2. Escalation Matrix and Timeline:**

Nature of issue	Procedure	Timeline
Representation by employees for correction of details in the seniority list	To be submitted to the Group Officer in charge of Administration of the concerned CCA	By 09.02.2026
Examination of representation and submission of revision request	Request to be submitted <b>by the office only</b> , through the Portal, with supporting documents	By 10.02.2026

Escalation to Headquarters (where employee is not satisfied with office response)	Employee to submit request through official email ID to Administration Wing of the CCA. After verification, the CCA may forward the case to <u>ic-crancea.cag@cag.gov.in</u> . No other mode shall be entertained.	By 11.02.2026
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### 3. Principles Followed for Preparation of Seniority List

#### (A) Seniority of SAOs

Seniority of SAOs in the CEA and CRA Cadres has been determined on the basis of total length of service rendered as AO and SAO combined.

#### (B) Seniority of AAOs

(i) Inter-se seniority of promoted AAOs in the CEA/CRA Cadres has been reckoned from the date of promotion as SO/AAO, without disturbing the inter-se seniority in the existing AAO cadre.

(ii) Inter-se seniority of directly recruited SOs/AAOs has been fixed in accordance with DoPT O.M. No. 9/23/71-Estt. (D) dated 06.06.1978, as partially modified vide DoPT O.M. No. 35015/2/93-Estt. (D) dated 09.08.1995.

(iii) Inter-se seniority between promoted and directly recruited SOs/AAOs has been determined as under:

- Where the earliest date of assumption of charge (after offer of promotion) by any official in a promotion panel is prior to the earliest date of joining of any official of a directly recruited batch, the entire panel of promoted officials has been placed en bloc senior to the directly recruited batch.
- Where the earliest date of assumption of charge (after offer of promotion) by any official in a promotion panel is subsequent to the earliest date of joining of any official of a directly recruited batch, the entire batch of directly recruited SOs/AAOs has been placed en bloc senior to that promotion panel.

(iv) Seniority of directly recruited SOs/AAOs who failed to join within the stipulated maximum period of six (06) months, as prescribed in the aforesaid DoPT OMs, has been reckoned from the date of joining, without reference to SSC rank.

All CCAs and concerned officials are requested to verify the seniority details strictly in light of the above principles.

### 4. Arrangement for Excess Optees to CEA and CRA Cadres

(i) Analysis of options exercised by SAOs/AAOs for induction into the CEA/CRA Cadres vis-à-vis the tentative number of posts proposed to be transferred from respective CCAs indicates that, in certain CCAs, the number of optees exceeds the tentative posts earmarked for transfer. CCA-wise tentative lists of such excess optees, based on seniority published on the Portal, would be issued shortly.

(ii) The Competent Authority has decided to allow all such excess optees to be inducted into the CEA/CRA Cadres, subject to the condition that their formal posting to the centralized Cadre shall take effect progressively, only after vacancies are filled to a significant extent in the existing State Civil Audit Offices, so as to avoid undue depletion of manpower.

(iii) Till such time, the officials shall continue to work in their present State Audit Offices; however, their cadre control shall stand transferred to the centralized CEA/CRA Cadre.

(iv) Officials who do not agree with this arrangement may opt to remain in the existing State Cadre, and the respective CCAs shall intimate the list of such officials through email at **ic-crancea.cag@cag.gov.in**

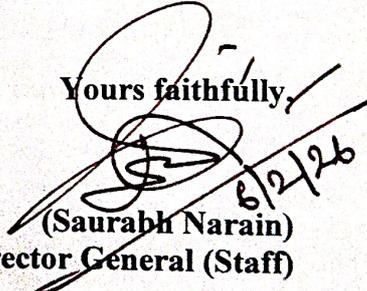
#### 5. **Additional Information for Final Gradation List**

CCAs are requested to furnish certain additional information in the SAI Training Portal in respect of officials who have opted for the CEA and CRA Cadres, as required for preparation of the **final gradation list**.

#### 6. **Adherence to Timeline**

In view of the commencement of the academic year in March, the above exercise is required to be completed in a strictly time-bound manner. All CCAs are, therefore, requested to adhere scrupulously to the timelines indicated in paragraph 2 above.

Yours faithfully,

  
(Saurabh Narain)  
6/12/26  
Director General (Staff)