

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9 DDU MARG, NEW DELHI-110 124

No. 522-67E-I/08-2021/W.O.
(23)
Date: 30/03/2026.

To
The Principal Accountants General/
Accountants General (Audit/Accounts),
DGA CE, New Delhi and DGA Central, Kolkata.
(As per mailing list)

Subject: Appointment to the Post of Welfare Officer in IA&AD – reg.

Madam/Sir,

It has been decided by the competent authority to fill up the vacant posts of Welfare Officer in the Indian Audit and Accounts Department (IA&AD).

2. In this connection, field Offices where the post of Welfare Officer is sanctioned are requested to initiate necessary action for filling up the vacant posts of Welfare Officer in accordance with the Recruitment Rules dated 16.06.2000.
3. The vacancy circular (proforma enclosed) for appointment to the post of Welfare Officer (Pay Level 11) may be issued by the field offices immediately upon receipt of this communication.
4. The proposals for selection to the post of Welfare Officer, along with relevant documents, as enclosed in Annexure I to VII and gap sheet (*in verbatim*), may be forwarded to this office **by e-mail to pdpersonnel@cag.gov.in, with a copy to sao2ge1@cag.gov.in latest by 23.4.2026**. Proposals not received in the proforma attached or incomplete proposals, will be summarily rejected. Also, proposals received after the stipulated date will not be entertained.
5. In case no officers are eligible or willing to apply for the aforesaid post, a 'Nil' report may be forwarded to this office.
6. Further, all the previous proposals for the post of Welfare Officer stand '**rescinded**' and fresh proposals are hereby solicited.

Yours faithfully,



(Swati Pandey)
Principal Director
(Personnel, SMU & Coordination)

PROFORMA CIRCULAR

No.

Date:

Subject: Filling up of the post of Welfare Officer in the Pay Matrix Level 11 on deputation basis-regarding.

Madam/Sir,

It is proposed to fill up the vacant post of Welfare Officer in this office/ in Pay Level 11 of the Pay Matrix, on deputation basis from amongst eligible Sr. Audit Officers/Sr. Accounts Officers, belonging to the cadre of O/o the

2. The Indian Audit and Accounts Department (Welfare Officer) Recruitment Rules, 2000 provide for the post to be filled up through deputation from officers of the Indian Audit & Accounts Department:

- (a) With five years regular service in the grade of Sr. Accounts Officer/Sr. Audit Officer as on the date of issue of the circular;
- (b) belonging to the respective cadre controlling authority.

3. The post is classified as General Central Service, Group 'A', Gazetted, Non Ministerial and the period of deputation shall ordinarily not exceed 4 years.

4. The officer selected will have the option to draw his pay plus deputation (duty) allowance or to have his pay fixed in the scale of pay of the deputation post in terms of DoP&T's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.

5. Eligible officers willing to be considered for the said appointment, are required to submit **through email only:**

- (i) the filled-in proforma (enclosed) ;
- (ii) Willingness ; and
- (iii) Certificates of educational qualification and experience.

Incomplete applications would not be processed for determining the eligibility of candidates. The above may be sent to the Administration Section of the office **by 17.04.2026 through email only.**

6. Any eligible officer(s) who are not willing to be considered for the said appointment should submit his/her unwillingness, to the Administration Section, as per the aforesaid timeline mentioned above.

7. This issues with the approval of the Accountant General/Pr. Director/Pr. Accountant General/Director General.

Yours faithfully,

Encls: 1. Proforma of Bio-data.

Sd/-
Group Officer (Admn.)

BIO-DATA/CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3	i) Date of entry into service					
	ii) Date of retirement					
4	Educational Qualifications					
5	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
6	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature if the space below is insufficient					
	Office/ Institution	Post held	From	To	Scale of pay and Basic pay	Nature of duties (in detail)

7	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details						
8	Additional Information, if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) Note:- Enclose a separate sheet, if the space is insufficient.						
9	Achievements:- (The candidate are requested to indicate information with regard to ; (i) Awards/ Scholarship/Official Appreciation (ii) Affiliation with the professional bodies/institutions/ societies and; (iii) Any other information (Note: Enclose a separate sheet if the space is insufficient)						
11	Whether belongs to SC/ST						

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by documents in respect of Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at

the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Date: _____

Certification by the Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. **If selected, he/she will be relieved immediately.**

- i) His/ Her APAR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Group Officer or above are enclosed.

Countersigned

(Cadre Controlling Authority with Seal)

ANNEXURE - II

LIST OF ELIGIBLE WILLING CANDIDATE(S)

Sl. No.	Name(S./Shri./Ms.)	Designation	DOA as AO/SAO

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

ANNEXURE - III

LIST OF ELIGIBLE UNWILLING CANDIDATE(S)

S.No.	Name(S/Shri/Ms)	Designation	DOA as AO/SAO

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

VIGILANCE CLEARANCE CERTIFICATE

The records of service of the following officers who are to be considered for deputation to the post of Welfare Officer in the Office of the _____ have been carefully scrutinized and it is certified that there are no Vigilance/Disciplinary case pending or contemplated against any of them.

2. This certificate has been issued in terms of DOPT OM No. 22011/4/1991 -Estt (A) dated 14.09.1992 read with No. 22034/4/2012-Estt (D) dated 02.11.2012.

Sl. No.	Name (Shri/Ms./Km.)	Whether UR/SC/ ST/PwBD	Remarks

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

ANNEXURE - V

Statement showing the minor/major penalty imposed on eligible officers during the last ten years

It is certified that the following officers who are to be considered for deputation to the post of Welfare Officer have not been awarded any minor / major penalty during the last ten years.

Sl No.	Nome (Shri/Ms./Km.)	Whether UR/SC/ ST/PwBD	Remarks

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

NO COURT CASE CERTIFICATE

It is certified that No court case is pending relating to the eligible Officers who have applied for the post of Welfare Officer in the Office of the _____.

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

ANNEXURE - VII

STATEMENT OF APARs OF WILLING CANDIDATES (GRADINGS)

SI No	Name of the officer (S/Shri/Smt.)	2020-21	2021-22	2022-23	2023-24	2024-25
1						

Group Officer (Admn)
Seal, containing details of Name, Designation and Office

NB:

- 1. Scanned copies of APARs (available last 5 years), attested by the Group Officer (Admn.) of the office are to be enclosed.**
- 2. In case there is a gap-sheet within the above time period of five years, the above statement of APARs may be extended accordingly.**

GAP SHEET

The APAR for the period to in respect of Ms./Shri....., Sr. AO, could not be written, being less than 3 months/more than 3 months under any Officer.

Serial No.	Period	Remarks (Name of the Reporting Officer)
1.		
2.		

Group Officer (Admn)
Seal, containing details of Name, Designation and Office