

**NOTIFICATION**

To

All Heads of Departments,  
(As per mailing list)

**Sub: Permanent absorption of SAS (Civil Accounts) passed officials, awaiting promotion as regular AAO for want of vacancies in their offices, by the deficit offices having vacancies in AAO cadre in same stream – regarding.**

Applications are invited from SAS (Civil Accounts) passed officials awaiting promotion to AAO Cadre for filling up of 28 vacant posts (24-UR & 02 PwD) of AAOs in Office of the Principal Accountant General (A&E), J&K, Srinagar on Permanent Absorption basis.

A list of eligible officials willing to be posted as Assistant Accounts Officer on permanent absorption may please be forwarded to this office along with the following documents:

- a) Complete and attested copies of the APARS of the concerned officials for the last 5 years. Each and every page of the APARS should be attested after photocopying.
- b) Abstract of APAR grading for last 05 years in tabular form duly signed.
- c) Application form cum undertaking for permanent absorption (Annexure - I)
- d) Bio-data of the concerned officials in original and countersigned by the Sr. DAG/DAG /DAG (Admn.) with seal (Annexure - II)

Criteria for fixation of seniority of the officials joining on permanent absorption:

- i) Officials joining on permanent absorption basis will be ranked junior-most in the cadre and lose all claim to his/her seniority in his/her previous office.
- ii) Amongst the official(s) who join as AAO in the cadre on permanent basis in earlier batch (es) will be placed above the AAOs who joins in subsequent batch (es).
- ii) Amongst the official(s) joins as AAO in the cadre on permanent basis, in the same lot, the official having SAS passed in earlier batch will be placed senior to the official who passed the subsequent SAS examination.
- iv) Amongst the same SAS batch, the officials in higher grade pay (Pay Level) in the feeder cadre to the SAS batch will be senior to those who were in lower grade pay (Pay Level) in the feeder cadre to the SAS batch.
- v) Having the same grade pay (Pay Level) in the feeder cadre of the same SAS batch, date of appointment in the present post will be the criteria for deciding the seniority amongst those.

On permanent absorption, pay of the officials will be fixed in terms of Rule 13 of CCS (RP) Rules 2016.

Those candidates who are willing to apply may forward their applications through their respective Cadre Controlling Offices. Applications received directly from the candidates will not be entertained.

Cadre Controlling Offices are requested to forward applications of candidates along with their Bio-Data (format enclosed), Certificate of No charges pending or contemplated, grading of APARS for the last five years on or before 16.10.2022.

Attention of Hqrs. Circular No.569-Staff (Appt--1110/155-2022 dated 08.09.2022 is invited which inter-alia states that wide publicity to the contents of the circular may be ensured.

This issues with the approval of Pr. Accountant General.

**Encls above**

Yours faithfully,

  
Sr. Deputy Accountant General (Admn.)

Sr. Dy. Accountant General (Admn.)  
O/o the A.G (A&E) J&K Sgr

To

The Principal Accountant General (A&E),  
Jammu & Kashmir, Srinagar.  
(Through proper channel)

Subject: Application for permanent absorption in the Office of the Pr. Accountant General (A&E),  
Jammu & Kashmir for the post of Assistant Accounts Officer

Sir,

With reference to the office of the Principal Accountant General (A&E) J&K Srinagar Circular No \_\_\_\_\_ dated \_\_\_\_\_ I \_\_\_\_\_ AAO / AAO (Adhoc) / Stenographer Grade-III/ Sr. Auditor/ Sr. Accountant / Stenographer Grade-II / Stenographer Grade-I/ DEO-B / DEO-A (SAS passed) of the Office of the \_\_\_\_\_ (name of the transferor office) hereby apply for permanent absorption to Assistant Accounts Officers cadre in the Office of the Principal Accountant General (A&E), Jammu & Kashmir, Srinagar.

I also enclose herewith my complete bio-data. Undertaking I \_\_\_\_\_ AAO/AAO(Adhoc)/Clerk/Auditor/Accountant/ Stenographer Grade-III / Sr. Auditor / Sr. Accountant / Stenographer Grade-II/ Stenographer Grade / DEO-B/DEO-A(SAS passed) of the Office of the \_\_\_\_\_ (name of the transferor office) solemnly affirm and state as follows:

- i. that I accept all the terms and conditions mentioned in the Office of the Principal Accountant General (A&E), Jammu & Kashmir Circular /Office Order No \_\_\_\_\_ dated \_\_\_\_\_ regarding permanent absorption.
- ii. that I also accept the condition that consequent upon my permanent absorption to the Assistant Accounts Officers cadre, I shall be ranked junior most in the cadre in the office of the Principal Accountant General (A&E), Jammu & Kashmir.
- iii. that I shall not claim any benefit of my previous position which I enjoyed in the Office of the \_\_\_\_\_ (transferor office) in service matters like seniority, added benefit of previous service while deciding the matter of promotion, seniority, etc. in the new office in future
- iv. that I shall have no lien to the post held by me in O/O \_\_\_\_\_ (previous office) subsequent to my absorption in AAO cadre in the Office of the Principal Accountant General (A&E) Jammu & Kashmir Srinagar (new office) and I accept that the absorption in irreversible.
- v. that I shall pass the language test applicable to the Union Territory of Jammu & Kashmir (language Urdu/Hindi) failing which I shall not be considered for further promotion to next higher cadre.
- vi. I shall also abide by all the decisions taken from time to time in this regard by the competent authority.

Yours faithfully,

Signature  
Name  
Designation

Name of the office of the Applicant seeking permanent absorption.

Place.....

Date.....

## Bio data

S.No.	Description	Details
1	Name	
2)	Father's Name	
3	Category SC/ST/UR	
4)	Whether Physically handicapped If yes mention type and % of disability	
5	Married/Un-married	
6)	If married, whether spouse working (Give details)	
7	Educational qualification	
8)	Departmental Examination passed, if any, with date/month of passing the examination.	
9	Post in which joined IA &AD	
10	Date of joining IA &AD	
11	Present post held	
12	Date from which present post held	
13	Pay drawn (Pay level & basic level)	
14	Date of passing SAS examination	
15	Brief description of duties	
16	Special achievements, if any	
17	Permanent home address	
18	Present address	
19	Mobile No.	
20	e-mail ID	

Signature.....

Name.....

Designation .....

Place.....

Date.....