

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) PUNJAB,**  
**CHANDIGARH**

**OFFICE CIRCULAR**

No. Admn-1/A/2020-21/202

Date: 13-06-2023

**Subject: Nomination of Sr.AOs/AAOs/Sr.PSs/PAs for empanelment for posting to O/o Principal Director of Audit, London**

In terms of HQs communication No. 1127-PD (P)/2023 dated 09.06.2023, willingness is sought from eligible Sr. AOs/AAOs/Sr.PSs/PAs. The criteria is prescribed in Annexure-A attached with this circular.

2. Eligible and willing Sr. AOs/AAOs/Sr. PS/PA, under Cadre Control of this office, should send their willingness along with duly filled bio-data (in the prescribed performa Annexure-III), properly signed and scanned (PDF format) via email on **aaoadmn1.pjb.au@cag.gov.in** latest by **30.06.2023**.

3. The Sr.AOs/AAOs of commercial cadre may submit their willingness/bio-data as above **latest by 20.06.2023**, so that same may be forwarded to Director General (Comml.)-II by the due date.

This issues with the approval of the Competent Authority.

TAMANNA SEHGAL  
Sr. Audit Officer (Admn-I)

Endst No. Admn.I/179B/UNAAudit/2020-21/38

Dated: 13-06-2023

Copy for information to:

1. All the Group Officers.
2. Secretary to the PAG.
3. Sr. Audit Officers (HQs/All Sections/AMGs) with request to circulate this among all the Sr. AOs/AAOs/Sr.PSs/PAs posted in their Wing/Section.
4. Sr. Audit Officers (Admn.), O/o DGA (Central) Chandigarh with request to circulate this among all Sr. AOs/AAOs/Sr.PSs/PAs, under cadre control of this office, posted in O/o DGA (Central) Chandigarh, and forward their willingness, if any, by due date.
5. PA/CA to Sr. DAG (Admn.).
6. Sr.AO (IT), with request to upload the copy on office website for information of all concerned.

TAMANNA SEHGAL  
Sr. Audit Officer (Admn-I)

**Annexure-A****Guidelines/criteria for making application for empanelment for posting to O/o Principal Director of Audit, London**

(a) Officers/Officials must have at least 7 full years' "Outstanding" APARs in the last 10 years. In respect of Sr.PS/PA, the Official should have at least 4 "Outstanding" APARs in the last 10 years. In case, the total service of the Officer/Official is less than 10 years, she/he should have at least the required number of "Outstanding" APARs during her/his entire service.

(b) Officers/Officials should have completed at least 3 years of service (for Sr. AOs) and 5 years of service (for AAOs/Sr.PSs/PAs) in the respective grade as on 1st January 2023.

(c) Sr. AOs should not be over 53 years of age as on 1st January 2023; AAOs should not be over 51 years; and Sr.PS/PA should not be over 54 years as on the above date. In case of Officials who have earlier served in Headquarters for at least 2 years, the age limit will be relaxed by one year, i.e. 54 years for Sr. AOs; 52 years for AAOs; and 55 years for Sr.PSs/PAs.

(d) Officers/Officials should not expect, in normal course, promotion to next grade till end of their postings in the overseas Audit Office. However, those who are willing to forego their placement in higher grade on promotion till end of their tenure in the overseas Audit Office may also be considered.

(e) Officers/Officials who have had a posting abroad (including Bhutan) either in our Offices or in other Offices, Officers/Officials on Deputation/Foreign Service outside the Department, should also not apply. No exemption from this condition will be granted.

(f) Officers (Sr. AOs and AAOs) posted abroad are required to serve in C&AG's Office at New Delhi for three years on return and, therefore, those willing for posting to Headquarters at New Delhi on return, should only apply. No exemption from this condition will be granted. This would, however, not be applicable in case of Sr.PSs/PAs.

(g) Officers/Officials who had earlier been on Deputation, in India, outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the Department, as on 1st January 2023, before they are considered for this assignment.

(h) Officials should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past.

(i) Sr. AOs/AAOs should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of Sr.PSs/PAs, preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.

(j) Officers/Officials should possess substantially high capacity to do original work.

(k) Officers/Officials and their dependents should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.

(l) Officers'/Officials' commitments at home should not be such as would hamper their effective performance of their official duties abroad.

(m) Officers/Officials should have a small-sized family. The spouse should be able to speak and write English fluently.

(n) Officers/Officials and their family should be good representatives of the Country.

I/295579/2023

(o) Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers/Officials with younger children will be preferred. The Officers/Officials are informed at the outset that if they are selected and deputed for a posting abroad, no request for extension of tenure, for any reason whatsoever, will be entertained.

(p) Officers/Officials and his/her family should have a cosmopolitan attitude and be flexible in their habits.

---End of Document--

Signed by Tamanna Sehgal  
Date: 13-06-2023 11:05:13  
Reason: Approved

**Annexure-III****Proforma showing the bio-data and family particulars of  
Sr.AOs/AAOs/Sr.PSs/PAs recommended for posting abroad  
(To be submitted in quadruplicate)**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) Age as on 01.01.2023	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination (in case of SAOs/AAOs only)	
11. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO) or Sr.PS/PA	PA: Sr.PS: AAO (including erstwhile SO): Sr. AO (including AO):
12. Number of years completed in the grade as on 1.1.2023 a)Sr.AO (AO/Sr.AO combined) b)AAO (SO/AAO combined) c) Sr.PS d)PA	
13. Present pay & Level	Rs.

13. Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>			
14. Details of previous deputation/foreign service/ UN Audit/Embassy Audit : Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>			
15. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
16. Whether cooling-off period of 3 years completed on 01.01.2023.	Yes / No.			
17. Proficiency in Computer: (Details may be given)				
18. Details of family	<u>Sl No.#</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
19. Classes in which the children are studying and medium in which they are receiving education	<u>Sl. No.#</u>	<u>Name</u>	<u>Class</u>	<u>Medium</u>
20. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
21. Chances of promotion to next higher grade in the next five years.	<b>A Certificate to the effect to be furnished by the respective office(s).</b>			
22. Contact details (Phone No and email address)				
23. Any other information.				

The information furnished above are correct to the best of my knowledge.

In the event of my selection and posting in the overseas audit office, I am willing to serve the Headquarters office at New Delhi for a period of 3 years on return (only for Sr. AOs and AAOs).

**Dated signature of the candidate**

**(Countersigned by the Group Officer in charge of Admn of the concerned office)**

***Note: - Incomplete forms or forms not submitted in quadruplicate will not be accepted.***