

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) पंजाब, चंडीगढ़

कार्यालय परिपत्र

स.प्रशासन-1/ अ/2022-23/78

दिनांक: 08.07.2022

Subject: Nomination of Sr.AOs/AAOs/PS/PA for empanelment for posting to O/o Principal Director of Audit, Kuala Lumpur

In terms of HQs communication No. 558-CA.1/PDA-Kuala Lumpur/132-2022 Dated 07.07.2022 and No. 1127-PD(P)/2022 dated 06.07.2022, willingness is sought from eligible Sr.AOs/AAOs/ Sr.PS/PA for empanelment for posting to O/o Principal Director of Audit, Kuala Lumpur. The terms and conditions prescribed for the assignment are as following:

1. Officers/officials must have at least 7 full years' outstanding APARs in the last ten years. In respect of Sr.PS/PA, the official nominated should have at least 4 'outstanding' APARs in the last ten 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.
2. Officers/officials recommended should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs/Sr.PS/PAs) in the respective grade as on 1st January 2022.
3. Sr.AOs should not be over 53 years of age as on 1st January 2022, 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 HQ for at least 2 years, the age limit will be relaxed by one year, i.e. 54 yrs for Sr.AOs, 52 yrs for AAOs and 55 yrs for Sr.PS/PA.
4. Officers/officials recommended should not expect, in normal course, promotion to next grade till end of their postings in the overseas audit offices. However, those who are willing to forego their promotion till end of their tenure in the overseas audit office may also be recommended.
5. 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 be recommended. No exemption from this condition will be granted.
6. Officers (Sr.AOs and AAOs) posted abroad are required to serve in CAG's office at New Delhi for three years on return and, therefore, those willing for posting to Headquarters office at New Delhi on return, should only be recommended. No exemption from this condition will be granted. This would not be applicable in case of Sr.PS/PA.
7. Officers/officials who had earlier been on deputation outside IA&AD, must have completed a compulsory cooling-off period of 3 years in the department, as on 1st January 2022, before they are considered for this assignment.
8. Officials should be clear from vigilance and disciplinary angle and should not have been awarded any minor/major penalty in the past. A certificate of Sr.DAG/DAG/Director/Deputy Director (Admn) should be attached indicating that no penalty has been imposed on the officer/official in his/her career.
9. Sr.AOs/AAOs recommended should have adequate experience in audit. Proficiency in computer software applications, particularly MS Office is a must. In case of Sr.PS/PAs,

preference will be given to those having experience in Stenography, Typing, both in English/Hindi and proficiency in MS Office.

10. Officers/officials nominated should possess substantially high capacity to do original work.
11. Nominated officers/officials and their dependants should possess an ability to get along with others and to maintain dignity and decorum in personal and official life.
12. Officers/officials' commitments at home should not be such as would hamper their effective performance of their official duties abroad.
13. Officers/officials recommended should have a small-sized family. The spouse should be able to speak and write English fluently.
14. Officers/officials and their family should be good representatives of the country.
15. Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers/officials with younger children may be preferred. The nominated officers/officials may be 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.
16. Officers/officials nominated and his/her family should have a cosmopolitan attitude and be flexible in their habits.

Eligible and Willing candidates should send their willingness alongwith biodata (in enclosed proforma Annexure III) via email on aaoadmn1.pjb.au@cag.gov.in latest by **13.07.2022** (for Commercial Cadre officers) and **15.07.2022** (for Sr.AOs/AAOs/Sr.PS/PA of other than Commercial Cadre) for further necessary action in this matter. The complete bio data and documents attached thereto, **must be properly signed and scanned**, for its consideration.

हस्ता/-

उप-महालेखाकार (प्रशासन)

पृष्ठांकन सं०: प्रशासन-1/प्रतिनियुक्ति/179-बी/2022-23/260

दिनांक: 08.07.2022

उपरोक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु अग्रेषित की जाती है :-

1. सभी समूह अधिकारी ।
2. प्रधान महालेखाकार के सचिव।
3. उप-महालेखाकार (प्रशासन) के निजी सहायक/गोपनीय सहायक।
4. सभी ले.प्र.समूहों/अनुभागों के स०/व०ले०प०अधिकारी मुख्यालय को, समूह/अनुभाग के सभी अधिकारियों की जानकारी हेतु परिचालित करने के लिए ।
5. व०ले०प०अ० (IT) को परिपत्र की प्रति कार्यालय वेब साईट पर प्रदर्शित करने हेतु।
6. सूचना पट।

हस्ता/-

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन-1)

Annexure-III**Proforma showing the bio-data and family particulars of
Sr.AOs/AAOs/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 01.01.2022	
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 PS/PA	PA: PS: AAO (including erstwhile SO): Sr. AO (including AO):
12. Number of years completed in the grade as on 1.1.2022 a)PA b)PS c)AAO (SO/AAO combined) d)Sr.AO (AO/Sr.AO combined)	
13. Present pay & Level	Rs.

13. Experience and posts held	Attach separate sheet giving details under this column, duly signed.			
14. Details of previous deputation/foreign service/ UN Audit/Embassy Audit : Give period.	Attach separate sheet giving details under this column, duly signed.			
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 01.01.2022.	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.	A Certificate to the effect to be furnished by the respective office(s).			
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.