

भारतीय लेखापरीक्षा और लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब  
प्लॉट नं. 21, सैक्टर 17, चंडीगढ़ - 160017  
**INDIAN AUDIT AND ACCOUNTS DEPARTMENT**  
**Office of the Pr. Accountant General (Audit), Punjab**  
Plot No. 21, Sector 17, Chandigarh - 160017

का.आ. प्रशा-1/2023/268  
पत्र स. प्रशासन/7/प्रतिनियुक्ति/2023/1157  
दिनांक: 27.03.2023

कार्यालय परिपत्र

प्रति,

सभी अधिकारियों/कर्मचारियों के सूचना संबंधित

**विषय: Regarding extension of deputation period beyond fourth year.**

As per instructions issued by Headquarters office, the proposals seeking extension in deputation tenure beyond fourth year, complete in all respects must reach Headquarters office by 5<sup>th</sup> of the month preceding the quarter. In view of the timeline prescribed, it is advised that staff under cadre control of this office on deputation seeking extension in deputation beyond fourth year, may forward their **willingness alongwith consent of borrowing office**, to this office atleast 1 month before the prescribed due date. The due date is given as follows:

Deputation period beyond 4 <sup>th</sup> year expiring in the quarter	Due Date to furnish proposal for extension of deputation to Hqrs. office	Due Date to submit the application in this office
April to June	5 <sup>th</sup> of March	5 <sup>th</sup> of February
July to September	5 <sup>th</sup> of June	5 <sup>th</sup> of May
October to December	5 <sup>th</sup> of September	5 <sup>th</sup> of August
January to March	5 <sup>th</sup> of December	5 <sup>th</sup> of November

Further, the staff on deputation in this office, is also advised to submit their willingness for extension, well within time, so that their parent office may take necessary action on the same to comply with due dates prescribed by the Headquarters office.

हस्ता/-  
उप-महालेखाकार (प्रशासन)