

## SECTION – V APPENDIX-I

(a)	<b>List of officers/officials on deputation within IA &amp; AD</b>
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SL.NO.	FULL NAME & DESIGNATION	DATE FROM WHICH ON	Unique ID No:	OFFICE TO	REMARKS
1	JIGISHA JOSEPH Sr. Adr.	19.09.2003	MH MU P 702 0033	BAO, Mumbai	
2	VIRENDRA KUMAR, AAO	23.02.2007	RJ JP P 702 0051	BAO, Jaipur	
3	SURENDRA MEHRA, Clerk	03.03.2012	GJ AH P 702 0056	HQrs office, Delhi	
4	KOTAGIRI DAYAKAR, AAO	06.06.2018	GJ AH P 702 0038	BAO, Hyderabad	
5	PRAVEEN KUMAR, DEO	25.10.2019	GJ AH P 702 0065	Central Office	

(b)	<b>List of officers/officials on deputation outside IA &amp; AD</b>				
SL.NO.	FULL NAME & DESIGNATION	DATE FROM WHICH ON	Unique ID No:	OFFICE TO	REMARKS
	-----NIL-----				

(c)	<b>List of officers/officials on Foreign service</b>				
SL.NO.	FULL NAME & DESIGNATION	DATE FROM WHICH ON	Unique ID No:	OFFICE TO	REMARKS
	-----NIL-----				

(d)	<b>List of Officers/Officials on deputation from offices other than P&amp;T Branch Audit Office within IA&amp;AD</b>				
SL.NO.	FULL NAME & DESIGNATION	DATE FROM WHICH ON	Unique ID No:	OFFICE FROM	REMARKS
	-----NIL-----				

(e)	<b>List of Officers/Officials on deputation from offices other P&amp;T Branch Audit Office within IA&amp;AD</b>				
SL.NO.	FULL NAME & DESIGNATION	DATE FROM WHICH ON	Unique ID No:	OFFICE	REMARKS
1	JAGDISH GODAWAT, AAO	02.01.2023	GJAH P7020083	BAO, Hyderabad	

## Gradation List

Report No. A 32

Name of Post 

Deputy Director
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Pay level 

11
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Classification of post 

<u>Annexure - A</u> Group - "A"
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SR.NO.	NAME	DESIGNATION	REMARKS
1	SHRI D.D. WAGHELA	DY. DIRECTOR	SENIOR TIME SCALE OF THE IA & AS

**Gradation List**

**Report No. A 32**

**Name of Post**

**Senior Audit Officer**

**Pay level 10 and 11**

**Classification of post**

**Annexure - A**

**Group A Gazetted Officers**

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S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam Passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	SREEKUMAR MENON	Bcom			02-08-1964	10-03-1987	10-03-1987	Clerk	Clerk	06-08-1990	02-01-2006	01-11-1991	DEA, IT	12	115500	01-01-2024	3rd MACP w.e.f. 28.07.2022
2	VIDYA S NAIR	Bcom			02-03-1974	19-07-1996	19-07-1996	Clerk	Clerk	14/10/1998	04-10-2018	01-05-2003	IT	10	87400	01-01-2024	
3	AKSHAY BHALCHANDRA BHATT	Bcom			20-02-1972	18-03-1994	18-03-1994	Clerk	Clerk	16/7/1996	07-06-2019	01-05-2004	DEA	10	87400	01-01-2024	
4	MOHAN N. KOTANGLE	BTech		SC	26-01-1970	10-07-1994	10-07-1994	Auditor	Auditor	29/6/1997	15-03-2021	01-11-2008	DCT, IT	10	95500	01-01-2024	
5	MANOJ BHARAT KHANGARE	NG		ST	24-05-1974	24-04-1995	24-04-1995	Clerk	Clerk	07-08-1998	08-03-2021	01-09-2012	DEA, IT	10	73200	01-01-2024	

**Gradation List**

Report No. A 32

Page No - 5

Name of Post **Senior Audit Officer (C)**

Pay level **10**

Classification of post **Annexure - A  
Group A Gazetted Officer**

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
-----NIL-----																	

**Gradation List**

**Report No. A 32**

**Name of Post**

**Assistant Audit Officer**

**Pay level 8 and 9**

**Classification of post**

**Annexure - A**

**Group B Gazetted**

**Page No.- 6**

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	DEVENDRA KISHOR TRIPATHI	Grd			26-03-1969	16-06-1994	16-06-1994	Auditor	Auditor	16-07-1996	21-12-2009	01-05-2009	DCT, IE 1, IT	9	87700	01-01-2024	
2	YOGESH PARMAR	Grd	Others	SC	14-11-1977	26-06-2006	26-06-2006	AAO	AAO	01-12-2010	26-06-2006	01-11-2010	IT,RAE, CPD 1,	9	87700	01-01-2024	
3	VIRENDRA KUMAR PARIHAR	Grd	Others	SC	27-09-1976	26-06-2006	26-06-2006	AAO	AAO	31-08-2011	26-06-2006	01-08-2011		9	82600	01-01-2024	Joined on A/N (Col. 7 & 8). On Deputation to BAO Jaipur
4	GEETKUMAR MULJIBHAI PARMAR	Grd	Others	SC	08-11-1970	11-08-1995	11-08-1995	Clerk	Clerk	11-08-1997	01-11-2012	01-09-2012	DCT, IE 1,IT	9	77900	01-01-2024	
5	JYOTI KUMARI GUPTA	Grd			10-06-1987	21-11-2013	21-11-2013	Auditor	Auditor	22-12-2015	08-03-2018	01-09-2017	DCT, IT	9	58000	07-01-2023	Date of grant of NFU in pay level-9 from 08.03.2022
6	KARANI PRATAP CHARAN	BTech		OBC	30-06-1993	26-08-2020	26/08/2020	DRAAO	AAO	27-08-2021	26-08-2020	12-02-2021		8	50500	07-01-2023	
7	AMIT GODARA	BTech		OBC	30-04-1994	22-06-2020	22/06/2020	DRAAO	AAO	24-05-2022	22-06-2020	20-07-2022		8	52000	01-01-2024	
8	RAVINA CHAUHAN	BTech		OBC	18-08-1994	24-06-2020	24/06/2020	DRAAO	AAO	24-05-2022	24-06-2020	20-07-2022		8	52000	01-01-2024	
9	AKSHAY TAPARIA	PG			23-03-1994	26-06-2020	26/06/2020	DRAAO	AAO	24-05-2022	26-06-2020	20-07-2022		8	52000	01-01-2024	
10	RAMNATH SINGH MEENA	Grd		ST	06-07-1965	07-06-1994	07-06-1994	Auditor	Auditor	16-07-1996	29-06-2021	12-01-2020	IE 1, DCT, IT	8	86100	01-01-2024	
11	MADHUSUDAN KUMAR MADHAV	Grd			15-02-1993	27-06-2016	27-06-2016	DEO	DEO	27-06-2018	21-02-2022	12-02-2021		8	49000	01-01-2024	
12	ATENDRA KUMAR JAIN	Grd IT			03-06-1989	25-05-2016	25-05-2016	Auditor	Auditor	25-05-2018	18-10-2022	05-01-2022	DCT, IE 1	8	47600	01-07-2023	Promoted as AAO w.e.f. 18-10-2022(F/N)
13	KOTAGIRI DAYAKAR	PG			24-02-1973	29-02-2000	29-02-2000	Clerk	Clerk	23-12-2002	19-10-2022	05-01-2022	IE 1, DEA	8	62200	01-01-2024	On Deputation to BAO Hyderabad
14	SUMIT KUMAR KHIRWAL	Grd IT			08-10-1991	12-06-2020	12-06-2020	DRAAO(P)						8	50500	01-01-2024	
15	PRANAV CHAUHAN	BTech			16-06-1994	11-10-2022	11-10-2022	DRAAO(P)						8	47600	01-07-2023	
16	LAVI AGRAWAL	BTech			03-12-1994	10-04-2021	12-10-2022	DRAAO(P)						8	47600	01-07-2023	
17	RAVI AHLAWAT	BTech			28-01-1996	03-11-2022	03-11-2022	DRAAO(P)						8	47600	01-07-2023	
18	BHAGWATI	BTech		OBC	22-07-1994	03-11-2022	03-11-2022	DRAAO(P)						8	47600	01-07-2023	
19	ASHWANI KUMAR	BTech			22-11-1995	02-02-2023	02-02-2023	DRAAO(P)						8	47600	01-01-2024	

**Gradation List**

**Report No. A 32**

Name of Post **Assitant Audit Officer (Commercial)**

Pay level **8**

Classification of post **Annexure - A  
Group B Gazetted**

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S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	ASHOK KUMAR	Bcom		OBC	31-12-1978	09-10-2008	09-10-2008	Section Officer	AAO(C)	31/08/2011	31/08/2011	17/9/2011	RAE, CPD 1	9	82600	01-01-2024	
2	NARESH	BTech			09-09-1991	09-11-2015	09-11-2015	DEO	DEO	10/9/2017	03-02-2022	29/11/2021		8	49000	01-01-2024	Promoted as AAO w.e.f. 02-03-2022 (F/N)

**Gradation List**

**Report No. A 32**

**Annexure - A**

**Name of Post**

**Supervisor**

**Pay level**

**8 and 9**

**Classification of post**

**Group B Non Gazetted**

**Page No.-8**

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	JASHODABEN VINODKUMAR PARMAR	Bcom		SC	17-01-1964	16-07-1986	16-07-1986	Clerk	Clerk	15-02-1989	02-01-2023		IE 1, DEA	8	83600	07-01-2023	Promoted as Supervisor w.e.f. 02-01-2023(F/N)

**Gradation List**

**Report No. A 32**

Name of Post **Assistant Supervisor**

Pay level **7 and 8**

Classification of post **Annexure - A  
Group B Non- Gazetted**

Page No.-9

S. No.	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	BABULAL MEENA	Grd		ST	09-12-1963	06-03-1992	06-03-1992	Auditor	Auditor	04-10-1994	01-01-2021		IE 1, DCT	8	88700		Official is due to retire on 30/9/2023
2	AMRATLAL MEENA	NG		ST	10-01-966	22-07-1988	22-07-1988	Clerk	Clerk	21-10-1992	01-01-2021		IE 1, DEA	7	81200	01-07-2023	
3	MOHANLAL SAINI	Mcom			21-02-1971	22-04-1994	22-04-1994	Auditor	Auditor	16-07-1996	02-01-2023		IE 1, DCT	8	86100	01-01-2024	Promoted as Asstt. Supervisor w.e.f. 02-01-2023(F/N)



Gradation List

Report No. A 32

Annexure - A

Name of Post

Senior Auditors

Pay level 6,7 and 8

Classification of post Group B Non-Gazetted

Page No.-10

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	BHAGAT GOBIND PRITAMDAS	Bcom			13-11-1965	05-04-1991	05-04-1991	Clerk	Clerk	19-10-1993	01-01-1998		DEA	7	76500	01-07-2023	
2	P.G.RAGHUNADHAN NAIR	Grd			05-05-1966	05-12-1985	05-12-1985	Clerk	Clerk	30-11-1988	09-03-1999		IE 1, DEA	7	76500	01-07-2023	
3	JIGISHA JOSEPH	Grd			23-12-1969	11-03-1993	11-03-1993	Clerk	Clerk	19-10-1995	02-09-1999		IE 1, DEA	7	74300	01-07-2023	On Deputation to BAO Mumbai
4	ATUL CHANDULAL GOR	Grd			21-06-1968	07-03-1994	07-03-1994	Clerk	Clerk	16-07-1996	19-04-2004		IE 1, DEA	7	70000	01-07-2023	
5	KESHAVBHAI KANJIBHAI THALOTIA	NG		SC	10-10-1963	22-04-1992	22-04-1992	Gr. D	Gr. D	04-10-1994	02-01-2012		DEA, IE 1	6	53600	01-07-2023	
6	SHOBHA RANI	PG		OBC	23-10-1981	09-12-2011	09-12-2011	MTS	MTS	30-01-2014	01-01-2019		DEA, IE 1	6	41100	01-07-2023	
7	RAM KUMAR	PGD IT		OBC	01-07-1982	25-11-2011	25-11-2011	MTS	MTS	30-01-2014	01-01-2020		DEA, IE 1	6	39900	01-07-2023	Joined on A/N (Col 7 & 8)
8	ISHWAR BAIRWA	Grd		SC	14-11-1986	12-08-2016	12-08-2016	Auditor	Auditor	13-08-2018	01-01-2020		DCT, IE 1	6	39900	01-07-2023	Joined on A/N (Col 7 & 8)
9	PAWAN KUMAR	Grd			04-01-1992	22-12-2016	22-12-2016	Auditor	Auditor	22-12-2018	01-01-2020		DCT, IE 1	6	39900	01-07-2023	

**Gradation List**

**Report No. A 32**

**Name of Post** **Stenographer Grade -I & II**

**Pay level** **8**

**Classification of post** **Annexure - A**  
**Group B Gazetted**

**Page No.-11**

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY		DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list		DD/MM/YYYY		
1	K O Joseph	NG			07-03-1964	21-07-1988	21-07-1988	Stenographer	Stenographer	21-10-1992	17-12-1999 (A/N)			8	74300	01-01-2024	

**Gradation List**

**Report No. A 32**

**Page No.-12**

**Annexure - A**

Name of Post		Junior Hindi Translator			Pay level			6			Classification of post			Group B Non -Gazetted			Remarks
S. No.	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY		DD/MM/YYYY	DD/MM/YY	DD/MM/YYYY	From drop down list			DD/MM/YYYY		
1	SIMA KUMARI	PG		SC	22-04-1988	07-05-2021	07-05-2021	JHT						6	37600	01-01-2024	

**Gradation List**

**Report No. A 32**

Name of Post

Auditor

Pay level

5

Classification of post

Annexure - A

Group- C

Page No. 13

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	PARVATIBEN J. JADAV	NG		SC	18-02-1965	22-03-2005	22-03-2005	Gr. D	Gr. D	11-10-2007	01-01-2020		DEA	5	34900	01-01-2024	
2	SUDHIR BASOR	Grd		SC	23-08-1980	22-11-2011	22-11-2011	MTS	MTS	30-01-2014	13-10-2020 (A/N)		DEA	5	31000	01-07-2023	

**Gradation List**

**Report No. A 32**

Annexure - A

Name of Post **Data Entry Operator**

Pay level **4**

Classification of post **Group -C**

Page No. 14

Sl. No.	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	PRAVEEN KUMAR	Grd			16-06-1990	14-12-2016	14-12-2016	DEO	DEO	14-12-2018				4	30500	01-07-2023	On Deputation to Central Office (DGA, F&C, Delhi)

**Gradation List**

**Report No. A 32**

**Annexure - A**

Name of Post **CLERK**

Pay level **2**

Classification of post **Group -C**

Page No.-15

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	SURENDER MEHRA	NG		SC	29-01-1979	22-11-2011	22-11-2011	MTS	MTS	22-01-2016	17-11-2018			2	24500	01-07-2023	Joined A/N (Col 7&8) On deputation to Hqrs Office, New Delhi w.e.f. 02.03.2012 (A/N)

**Gradation List**

**Report No. A 32**

**Page No.-16**

**Annexure - A**

S. No.	Name of Post	Multi Tasking Staff (MTS)			Date of Birth	Pay level	2 and 3	Classification of post			Group -C			Pay			Remarks
		Educational Qualification	Professional	Category				Date of joining Govt. service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Level	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1	MANJULABEN B. GOHEL	NG		SC	21-12-1964	16-08-1989	16-08-1989	Safaiwala	Safaiwala	21-10-1992	13-08-1999			4	41000	01-01-2024	
2	PRAVIN KUMAR H. PRAJAPATI	NG		OBC	06-01-1970	20-02-2002	20-02-2002	Peon	Peon	01-10-2004	20-02-2002			2	34000	01-07-2023	
3	BHARATKUMAR D. BARAIYA	NG		SC	04-02-1970	13-08-1999	13-08-1999	Safaiwala	Safaiwala	06-11-2003	13-08-1999			3	35000	01-01-2024	

SC  
ST  
OBC

IE 1  
IE 2  
RAE  
DCT  
DEA  
CPD 1  
CPD 2  
CPD 3  
IT

NG  
Grd  
Bcom  
Grd IT  
PG  
Mcom  
PG IT  
Phd  
Dip IT  
PGD IT

MBA  
CA  
CS  
CMA  
CIA  
CISA  
CFE  
CISM  
CPA  
CFA  
Others



**INSTRUCTIONS FOR PREPARING SOFT COY OF THE GRADATION LIST:**

- 1 The Excel sheet e-mailed to the office alone may be used for preparing the soft copy
- 2 A separate sheet may be used for each cadre.  
The Excel sheet is macros enabled. So please click the ‘Enable Content’ appearing after
- 3 “**SECURITY WARNING** – Macros have been disabled” below the icon bar before starting data entry.
- 4 Information in columns – 6, 7, 8, 11, 12, 13& 17 are to be filled only in DD/MM/YYYY format only.
- 5 Information in columns 3, 4, 5 & 14 are to be filled only from the dropdown list. Columns 4, 5& 14 allows multiple items to be selected in a cell.
- 6 For filling up information in column 3 on educational qualification, choose the highest qualification of the official from the drop down list.

The values in the drop down list are as follows:

NG	Non-graduate (Non-matriculate/Matriculate/Intermediate etc.)
Grd	Graduates
Bcom	Bachelor of Commerce
Grd IT	Degree in Computer Science/Computer Application/Information Technology
PG	Post Graduate
Mcom	Master of Commence.
PG IT	Post Graduate Degree in Computer Science/Computer Application/Information Technology
Phd	Doctorate
Dip IT	Diploma or equivalent in Computer Science/Compute Application/Information Technology

PGD IT	Post Graduate Diploma in Computer Science/Computer Application/Information Technology
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If the official has a qualification from commerce or IT related subjects, the relevant degree may be selected.

- 7 For filling up information in column 4 on professional qualification, choose from the list of qualifications in the dropdown list.

The values in the drop down list are as follows:

MBA	Master in Business Administration
CA	Chartered Accountant
CS	Company Secretaries of India
CMA	Cost & Management Account (formerly ICWA)
CIA	Certified Internal Auditor
CISA	Certified Information System Auditor
CFE	Certified Fraud Examiner
CISM	Certified Information Security Management
CPA	Certified Public Accountant
CFA	Certified Financial Analyst.
Others	Qualification of in respect of flowing courses may be mentioned in Remarks column: Post Diploma in Computer Science/Computer Application/Information Technology, Diploma or equivalent in Computer Science/Computer Application/InformationTechnology, Certificate in International Public Sector Financial Reporting (CIPSFR), NPTEL online Certificate courses on “ Information to Data Analytics”, NPTEL online Certificate courses on “ Information to R Software”

The cell will allow multiple selections. Therefore, all qualifications, as per qualification acquired by the official, may be selected.

8 Date of passing SOGE/SAS examination in column 13 may be filled in DD/MM/YYYY. Date of passing SAS Examination of the stream in which the official in borne in the current cadre may only be indicated (i.e. for a Civil Accounts passed candidate/SO or AAO (Civil Accounts) joined subsequently in Audit office after passing SAS (Civil Audit), the date of passing SAS (Civil Audit) may be entered in the column).

9 For filling up information in column 14 on service examinations passed, choose from the list of examination in the drop down list.

The values in the drop down list are as follows:

IE1	Incentive Examination for Sr. Auditor /Sr. Accountants
IE2	Incentive Examination for AAO/AO/Sr. AO
SAS	SOGE/SAS Examination
DCT	Departmental Confirmatory Test for direct recruit Auditor /Accountant
DEA.	Departmental Examination for promotion to Auditor/Accountants
DEC	Departmental examination for promotion to Clerks.
IT	IT Audit Examination

The cell will allow multiple selections. Therefore, all service examinations qualified by the official may be selected.

10 Remarks column may be utilized to include miscellaneous information in respect of the person.