



प्रधान महालेखाकार (ले.प.।) का कार्यालय, केरल, त्रिश्चनंतपुरम  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),  
KERALA, THIRUVANANTHAPURAM



No. Au/Admn. III/5-3/AAO/CGLE-2021

Date: 02.08.2023

**PROVISIONAL APPOINTMENT ORDER**  
**Sectional Order No. 135**

With reference to her letter of acceptance for the offer of appointment, **Ms. Leena Singh** is appointed **provisionally** to the temporary post of **Assistant Audit Officer** in the horizontal pay Level 8 of the Pay Matrix of ₹47600/- plus allowances, sanctioned by the Government of India, from time to time, in the Office of the Principal Accountant General (Audit-I), Kerala, Thiruvananthapuram with effect from **01.08.2023 FN**. Her **provisional** appointment will be governed by the following terms and conditions which have been accepted by her while responding to the offer of appointment.

1. In case her character and antecedents are found not verified or any false information is given by her in her self-declaration, the **provisional** appointment will be cancelled forthwith, and she shall be rendered unfit for any Government employment and other criminal/ legal action will also be taken, as a consequence. Once the verification report is received and there are no objections on the facts given by her, the provisional appointment will be confirmed.
2. The period of probation will be for two years with effect from **01.08.2023 FN**. This may, however, be increased at the discretion of the appointing authority/authority higher than the appointing authority. During the period of probation, her appointment will be purely temporary and governed by the CCS (Temporary Service) Rules 1965.
3. During the period of probation, she may have to undergo training for such a period at such place and in such manner as may be prescribed. She may also be assigned regular duties during the period of training.
4. On conclusion of the training referred to in para 3 above, she will have to qualify the Subordinate Audit Service Examination (SAS Group-I & Group-II) conducted by the O/o the Comptroller & Auditor General of India New Delhi. In the event of failure to pass the said Examination during the probation period (including the extended probation period, if any) she will be liable to be discharged from the service. Only after passing the said examination, she will be appointed as regular Assistant Audit Officer.

5. During probation she shall have to pass a test in Malayalam in case she has not already passed an examination of matriculation standard in that language. Failure to pass the examination during the period of probation, as extended where relevant, would make her services liable for termination.
6. While in service, she shall also have to pass a test in Hindi (in case she has not already studied Hindi as a subject up to Matriculation Standard) in terms of the Govt. of India orders for In-Service Training etc. under the Hindi Teaching Scheme.
7. While in service, she shall acquire proficiency in Accounts of the State Government. To acquire the professional skill in accounting functions, she shall be posted on deputation basis as per administrative convenience in office of the Pr. Accountant General (Accounts & Entitlement), Kerala, Thiruvananthapuram.
8. She will be allowed to draw her pay and allowances as admissible under the CCS (Revised Pay) Rules-2017 in the horizontal pay Level 8 of the Pay Matrix of ₹47600/- plus allowances. The first increment in the level 8 will be released on completion of the prescribed length of service, the second increment will be released on completion of one year of service from the date of release of first increment and third and subsequent increments will be released (without any arrears) only after passing the SAS Examination (Group – I & Group – II) and completion of the prescribed length of service. The date following the last date of SAS Examination in which she is declared passed will be taken as the date of passing the SAS Examination.
9. In case she had not entered into Govt. service (Central Govt.) before 01.01.2004, she will be entitled to the 'New Restructured Defined Contribution Pension System' introduced vide Govt. of India, Ministry of Finance notification No. 5/7/2003-ECB&PR dated 22-12-2003 and subsequent orders / clarifications issued in this regard from time to time.
10. She will be liable to be transferred to the Office of the Comptroller & Auditor General of India or to any other offices within the IA&AD (existing or to be created in future) on such terms and conditions as the Comptroller & Auditor General of India may decide. Requests for transfer to any ex-cadre post or to any other organization within or outside Govt. of India on deputation or on permanent absorption basis will be regulated by the instructions issued by the Govt. of India / Comptroller & Auditor General of India / cadre controlling authority from time to time. However, during the period of probation, requests for deputation etc. will not be entertained.

11. During the period of probation she may be allowed, on written request, to apply for the posts of Gr. 'B' Officers under the Reserve Bank of India and the posts under the Central Govt./State Governments to be filled only through open competitive examinations and carrying Pay Level not lower than that attached with the post of Assistant Audit Officer.

12. In case she belongs to SC/ST, she should produce a certificate in original issued by the District Magistrate or Sub-Divisional Officer of the area, in which her parents were ordinarily residing on the date of her application that she belongs to one of the Scheduled Castes / Scheduled Tribes.

13. Her appointment is subject to the verification of authenticity of Educational Qualification/Caste certificates produced by her and if the verification contradicts any of the above documents, her services will be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken under the provision of Indian Penal Code for production of false certificate / declaration. The appointing authority should be kept informed of change of religion, if any, after the appointment.

14. She should give a declaration of her hometown for the purpose of Leave Travel Concession within six months from the date of entry into service.

15. She will have to comply with the requirement of CCS (Conduct) Rules 1964 and the Plural Marriage Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service etc. will automatically be applicable to her.

**Sd/-**

**Principal Accountant General**

To

1. Ms. Leena Singh
2. Sr. AO/ Admin (Au II)
3. Sr. AO/OE, Branch Kochi
4. OE(Bills/Cash) (Audit I)/ (Audit II)
5. C. Cell / Hindi Cell / IA section/ PAO
6. Personal file.
7. S.O.Book