

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT,**  
**(CENTRAL EXPENDITURE), NEW DELHI-110002**

**PERSONNEL PLANNING SECTION**

**NOTICE**

No. PPS/2-3/Washington/London/2020-24/37

Dated: 19.04.2024

**Sub: Applications for drawing up panels of Sr. AOs/AAOs/PAs empanelment for posting to O/o the Principal Director of Audit, London and O/o the Principal Director of Audit, Washington**

Applications are invited from Sr. AOs/AAOs/PAs for drawing a panel for posting to O/o the Principal Director of Audit, London and O/o the Principal Director of Audit, Washington. The following guidelines/criteria in this regard may please be noted:

- i. Sr. AOs/AAOs must have at least 7 full years' 'Outstanding' APARs in the last 10 years. In respect of PAs, the Officials 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.
- ii. Officers/Officials should have completed at least 3 years of service (for Sr. AOs) and 5 years of service (for AAOs/PAs) in their respective grades as on 01.01.2024.
- iii. Sr. AOs should not be over 53 years as on 01.01.2024, AAOs should not be over 51 years of age; and PAs should not be over 54 years as on the above date. In case of Officers/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 PAs.
- iv. Officers/Officials should not expect, in normal course promotion to the 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.
- v. 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 are not eligible. No exemption from this condition will be granted.
- vi. 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, only those Officials, who are willing for posting to Headquarters at New Delhi on

return, should apply. No exemption from this condition will be granted. This would, however, not be applicable in case of PAs.

- vii. 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 01.01.2024, to be eligible for this assignment.
- viii. Officials should be clear from vigilance and disciplinary angle and should not have been awarded minor/major penalty in the past.
- ix. Sr. AOs/AAOs should have adequate experience in audit. Proficiency in computer software, particularly MS Office is a must. In case of PAs, preference will be given to those having experience in Stenography, Typing (both in English/Hindi) and proficiency in MS Office.
- x. Officers/Officials should possess a substantially high capacity to do original work.
- xi. 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.
- xii. Officers/Officials' commitments at home should not be such as would hamper their effective performance of their official duties abroad.
- xiii. Officers/Officials recommended should have a small sized family. The spouse should be able to speak and write English fluently.
- xiv. Officers/Officials and their family should be good representatives of the Country.
- xv. 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. If she/he is selected and is deputed for the aforementioned posting abroad, no requests for extension of tenure, for any reason whatsoever, will be entertained.
- xvi. Officers/Officials and his/her family should have a cosmopolitan attitude and be flexible in their habits.

Willing Officers/Officials may submit their complete bio-data in the prescribed proforma (in quadruplicate), available on the website 'www.dgace.cag.gov.in' latest by 22.04.2024 through their respective Heads of the Department. **Applications received after 22.04.2024 will not be considered.** The office shall not entertain any application after due date, on any ground whatsoever, including not being aware of this notice, or being posted in the field. **All applications are to be submitted in PPS section with due recommendations of the Director (Admn.)/ Sr. DAG (Admn.).**

  
Director (Admn.)

- i. All Notice Boards**
- ii. All Group Officers of Offices of DGA (CE) and DGA (CR) are requested to ensure that all concerned Officers/Officials posted in field and Headquarters under their control are duly informed.**
- iii. Sr. DAG (Admn.), Office of the Pr. Accountant General (Audit) Delhi for information and circulation among the Officers/Officials of the Office of the Pr. Accountant General (Audit) Delhi.**
- iv. Sr. A.O. (DAW), for uploading this notice on website of the office.**
- v. Sr. Audit Officer (Admn.), O/o the Pr. Accountant General (Audit) Delhi.**
- vi. Secretary to DGA (CE)**
- vii. Secretary to DGA(CR)**
- viii. Secretary to Pr. A.G. (Audit) Delhi**
- ix. Sr. Administrative Officer (E), O/o the Comptroller & Auditor General of India, 9, Deendayal Upadhyaya Marg, New Delhi-110124: *for information to Officers/Officials of this office on deputation to Headquarters office.***

**Annexure-III**

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

1 Name	
2. Designation <i>(Please also mention Civil/Commercial etc., wherever applicable)</i>	
3. Gender (Male/Female)	
4. (i) Date of birth (ii) Age as on 01.01.2024	
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 <i>(in case of SAOs/AAOs only)</i>	
11. Date of promotion/ appointment as AAO <i>(including erstwhile SO)</i> / SrAO <i>(including erstwhile AO)</i> or PA	AAO <i>(including erstwhile SO)</i> ; SrAO <i>(including erstwhile AO)</i> ; OR PA:
12. Number of years completed in the grade as on 1.1.2024 a)SrAO (AO/Sr.AO combined)  b)AAO (SO/AAO combined)  c)PA	
13. Present pay & Level	Rs.
14.Experience and posts held	<b>Attach separate sheet giving details under this column, duly signed.</b>

15. Details of previous deputation/foreign service/ UN Audit/Embassy Audit: Give period.	<b>Attach separate sheet giving details under this column, duly signed.</b>			
16. Date of reporting to the cadre from deputation/foreign service outside IA&AD.	Mention date/month/year if applicable or write Not applicable.			
17. Whether cooling-off period of 3 years completed on 01.01.2024.	Yes / No.			
18. Proficiency in Computer: (Details may be given)				
19. Details of family	<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>
20. 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 of Education</u>
21. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification)				
22. 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>			
23. Contact details (Phone No and email address)				
24. 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.**