

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL) BENGALURU

No.PDAC/Admn/A/2025-26/75

Date:01.07.2025

CIRCULAR

The Headquarters Office requires the services of Officers/Officials from the cadre of Sr.AO/AAO/SrAr/Ar/Steno/PA/PS/DEO on deputation basis. The initial period of deputation will be for a period of **ONE** year and may be extended thereafter subject to suitability and administrative convenience. (Copy of the Headquarters Letter dated 18.06.2025 on the matter is enclosed).

Willing Officers/Officials may apply directly in the CAG website through the link below: <https://cag.gov.in/admin/en/users/login?ref=applicant-proforma-designation>, latest by July 04, 2025, under intimation to their respective Controlling Sections and Administration.

Officers/Officials who are on probation may not apply for the deputation.

This issues with the approval of the Principal Director of Audit (Central) Bengaluru.

Sd/-

Director/Admin

Copy to

- 1.Secy to PD
- 2.PA to Dir/Admin, CAB&Customs, Dir/GST&CeDAR, Dy.Dir/DT&RCB&KC
- 3.SrAOs of Bills/DT/GST/CAB/Customs/CeDAR
- 4.SrAO/EDP&HK to publish it on the website
5. All officers/officials of O/o PDAC
6. Rajbhasha Anubhag for translation


Sr.Audit Officer/Admin

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEENDAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 18-06-2025

To

**All Heads of offices in IA&AD
(As per mailing list except Overseas Audit Offices)**

Subject: Filling up of various posts in Headquarters on Deputation basis

Madam/Sir,

The Headquarters requires the services of competent/willing staff in various cadres (SAO/AAO/Sr.Adr/Adr/Steno/PA/PS/DEO) from various field offices, on deputation basis. The terms and conditions of deputation and other terms will be as per extant orders/rules on the subject.

2. The initial period of deputation will be for a period of one year and may be extended thereafter subject to suitability and administrative convenience. Officers/officials applying for deputation should have completed their probationary period.

3. The interested officers/officials may apply directly in the CAG website through the link below <https://cag.gov.in/admin/en/users/login?ref=applicant-proforma-designation>. APARs for the shortlisted applications along with VC/DC will be sought from the respective cadre controlling authorities in due course

The last date for acceptance of applications will be July 04, 2025. Thereafter link will be disabled.

This may be given wide publicity.

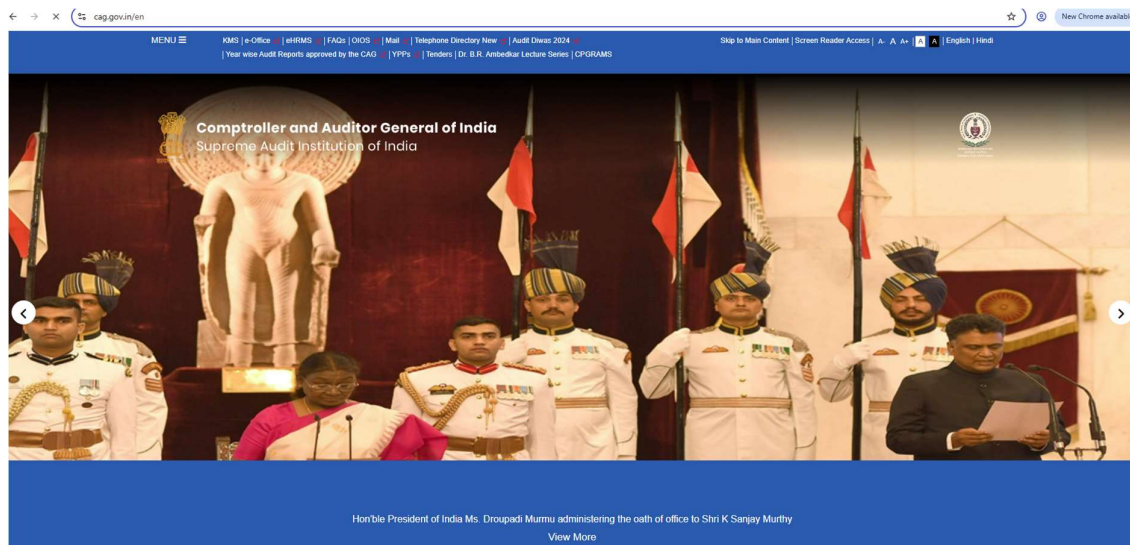
Yours faithfully


(Ranjeet Singh)
Director (Personnel)

Information relating to applying for deputation and technical support

It is suggested, that for applying for deputation, the cag website (cag.gov.in) may be opened in the web browser in incognito mode, so as to not face any problems related to history and cache memory.

Step 1: Open cag.gov.in (Open in English)



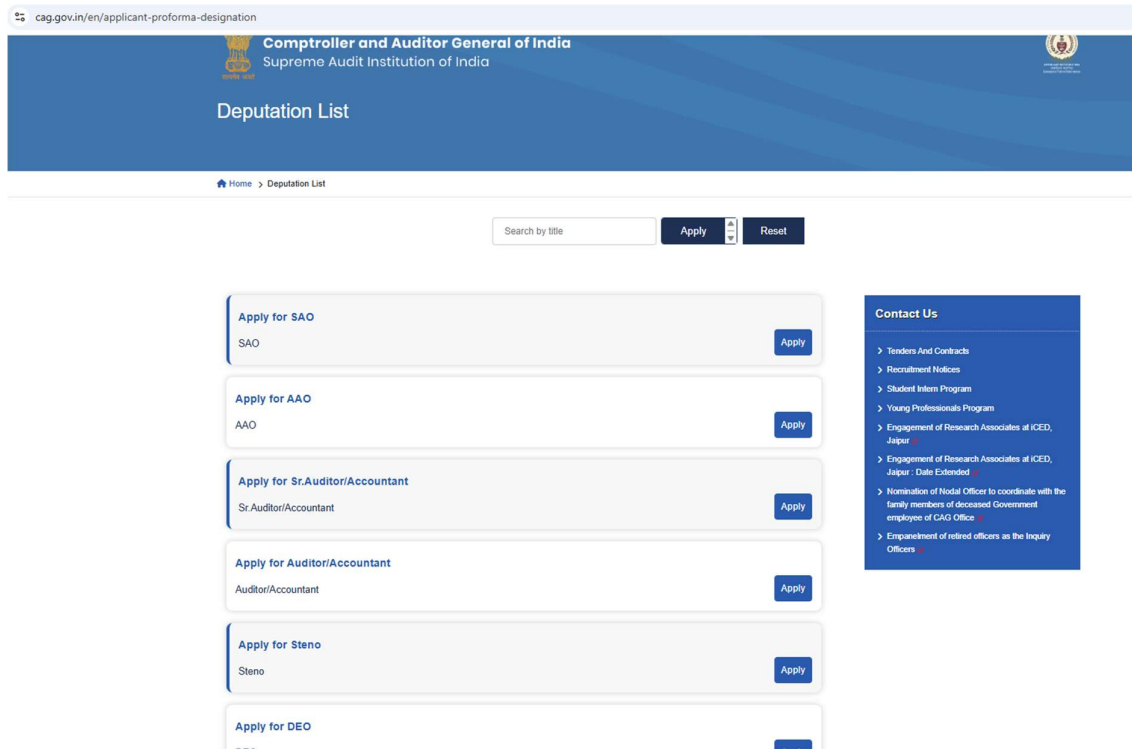
Step 2: Go to Menu-> Employee Corner -> Deputation in Headquarters. Please click on apply for “Deputation in Headquarters”



Step 3: On Clicking on “Deputation in Headquarters”, the login window will open. Login using your NIC login ID. This accepts only the cag.gov.in ids assigned to the individual employee. On giving the user id and password along with the captcha code the user will be taken to Step 4.



Step 4: Multi menus window for applying for deputation for various posts SAO/AAO/Sr. Auditor/Sr. Accountant/Auditor/Accountant/Steno/DEO will be displayed. On clicking the Apply button for the particular post, the user will be taken to Step 5.



Step 5: Fill the Proforma for applying for deputation:

The screenshot shows the top navigation bar of the CAG website with links for Home, Office, eRMS, FAQs, OIOS, Mail, Telephone Directory New, Audit Dwaas 2024, Year wise Audit Reports approved by the CAG, YPPs, Tenders, Dr. B.R. Ambedkar Lecture Series, CPORAMS, and Logout. The main header features the CAG logo and the text "Comptroller and Auditor General of India, Supreme Audit Institution of India". The page title is "Applicant Proforma".

To be filled by the Applicant Proforma showing the bio-data of Officers/Officials for induction in Headquarters on deputation basis

The form fields include: Name, Stream, Gender, Mobile No., Email, Date of Birth, Age, Qualification (Educational and Professional), Office to which belongs (Parent Office, Office and station in which working at present, Whether belongs to SC/ST?, Date of entry into Govt. Service, Date of entry in IA&AD).

Step 6 : After filling in the details in proforma, the user can submit the form by clicking on the submit button.

The screenshot shows the lower portion of the Applicant Proforma form. It includes fields for: Office to which belongs (Parent Office, Office and station in which working at present, Whether belongs to SC/ST?, Date of entry into Govt. Service, Date of entry in IA&AD), Year of passing SOG Examination, RAE/CPD-I, II & Ill Incentive Examination, Year of passing RAE/CPD-I, II & Ill Incentive Examination, Date of promotion/appointment as AAO, Date of promotion/appointment as SAO, As on Date (18/06/2025), Number of years completed in the grade as on, Present Pay Level, Working Experience (Add More, Remove), Select if Merit Certificate, Other Achievements, if any including sports, Any other information, Passport Photo (Choose File, No file chosen), Candidate Signature (Choose File, No file chosen), Captcha (1NDMr), and a Submit button. A yellow circle highlights the Submit button.

In case of any technical difficulty, the following technical support officers may be contacted:

Name of the Official: Shri Sanjay Kumar, SAO

Wing: IS Wing/CAG Hqrs

Email ID: sa06is@cag.gov.in

Contact No.: 011-23509-378/ +91-9818844526

Name of the Official: Shri Deep Kumar, AAO

Wing: IS Wing/CAG Hqrs

Email ID: aao6is@cag.gov.in

Contact No.: 011-23509-419/ +91-7696071629