

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),**  
**KARNATAKA, BENGALURU**

No.Pr.AG(Au-I)/Admn-I/A-4/2020-21/103

Date: 23.06.2020

**CIRCULAR**

Headquarters office have decided to prepare an empanelment of Sr.AO/AAO/Sr.PS/PA for posting to London Audit Office. The officers / officials who are willing for postings abroad, may give due consideration to following guidelines / criteria's:

1. The officers/officials must have at least 7 full years' OUTSTANDING APARs in the last 10 years.
2. Nominated officers and their dependents should possess an ability to get along with others, maintain dignity and decorum in personal and official life.
3. Commitments at home should not be such as would hamper their effective performance of their official duties.
4. Should have small sized family and spouse should be able to speak and write English Fluently.
5. Officers/ officials and their families should not be bound by orthodox habits.
6. AAOs /Sr.PS/ PAs should not be over 51 years of age as on 01.01.2020 and Sr.AO/ should not be over 53 years as on that date. In case of officials who have earlier served in HQ for at least 02 years, the age limit will be relaxed by 01 year i.e. 52 years for AAOs /Sr.PS/ PA and 54 for Sr.AOs.
7. Officers / officials posted abroad are required to serve the HQ office at New Delhi for 03 years on return and, therefore, those willing for posting to HQ office at New Delhi on return, should only be recommended. No exemption from this condition will be granted.
8. Officers / officials recommended should have completed at least 3 years of service (for Sr.AOs) and 5 years of service (for AAOs/Sr.PS/ PAs) in the respective grade as on 01.01.2020.
9. Education of college going children is very expensive abroad and posting abroad should not cause dislocation to family. Officers/ Officials with younger children may be preferred. The nominated officers/ officials may be informed at the outset that if they are selected and deputed for posting abroad, no request for extension of tenure, for any reason, whatsoever, will be entertained.
10. Officers/ officials nominated should possess substantially high capacity to do original work.

11. The officers/ officials recommended should not expect in normal course, promotion to next grade in the next 5 years. However, those who are willing to forego their promotion till end of their tenure in the overseas audit office may also be recommended.
12. Sr.AO/AOs should have adequate experience in Audit. Proficiency in computer software applications, particularly MS Office is a must.
13. In case of Sr.PS/PAs, preference will be given to those having experience in stenography, typing both in English/Hindi and proficiency in MS Office.
14. Officers 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, should also not be recommended. No exemption from this would be granted.
15. **Name of eligible SC/ST officials may be considered along with others in accordance with DoPT OM NO. F.16/32/74- Estt. (SCT) dated 03.04.1976.**
16. **Officers/ officials who had earlier been on deputation outside IA&AD, must have completed compulsory cooling off period of 3 years in the department as on 01.01.2020, before they are considered for this assignment.**
17. Officials should be clear from vigilance and disciplinary angle and should not have been awarded minor/major penalty in the past.

Eligible officers who are willing to apply for the above assignment may submit their willingness along with Bio- Data in the prescribed Pro forma enclosed (in quadruplicate) to the Administration – I (Audit-I) of the Office of the Principal Accountant General (Audit-I) **on or before 25.06.2020 with due recommendations from the concerned Group Officer.**

*Sd/-*

**Senior Deputy Accountant General (Admn)**

**Copy to:**

1. All the Group Officers and Branch Officers of Offices of the Pr. Accountant General (Audit-I), Director General of Audit (Central) and Accountant General (Audit-II).
2. Secretaries to Pr. AG(Audit-I), DGA(C) & AG(Audit-II).
3. Notice Board of All the three offices.
4. Hindi Cell for translation and return.



**Senior Audit Officer (Admn)**

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

|  |  |
|--|--|
| 1 Name   |  |
| 2. Designation<br>(Please also mention Civil/Comml<br>etc. wherever applicable)  |  |
| 3. Gender (Male/Female)  |  |
| 4. (i) Date of birth and<br>(ii) age as on 01.01.2020  |  |
| 5. Qualification<br>(i) Educational<br>(ii) Professional   |  |
| 6. Office to which belongs<br>(i) Parent Office<br>(ii) Office and station in<br>which working at present                                  |  |
| 7. Whether belongs to SC/ST. If<br>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<br>Examination<br>(in case of SAOs/AAOs only)  |  |
| 11. Date of promotion/appointment<br>as AAO (including erstwhile SO) /<br>Sr.AO or Sr.PS/PA  | PA:<br>PS:<br>Sr.PS:<br>AAO (including erstwhile SO) :<br>Sr. AO (including AO): |
| 12. Number of years completed in<br>the grade as on 1.1.2019.<br>a)PA<br>b)Sr.PS<br>c)AAO (SO/AAO combined)<br>d)Sr.AO (AO/Sr.AO combined) |  |
| 13. Present pay & Level  | Rs.  |

|   |   |             |                     |               |
|---|---|-------------|---------------------|---------------|
| 13. Experience and posts held   | <b>Attach separate sheet giving details under this column, duly signed.</b>     |             |                     |               |
| 14. Details of previous deputation/foreign service/ UN Audit/Embassy Audit : Give period.                                   | <b>Attach separate sheet giving details under this column, duly signed.</b>     |             |                     |               |
| 15. Date of reporting to the cadre from deputation/foreign service outside IA&AD.   | Mention date/month/year if applicable or write Not applicable.                  |             |                     |               |
| 16. Whether cooling-off period of 3 years completed on 01.01.2020.  | Yes / No.   |             |                     |               |
| 17. Proficiency in Computer: (Details may be given)   |   |             |                     |               |
| 18. Details of family   | <u>Sl No.#</u>  | <u>Name</u> | <u>Relationship</u> | <u>Age</u>    |
| 19. 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</u> |
| 20. The extent of actual proficiency of spouse in reading, writing and speaking in English (with educational qualification) |   |             |                     |               |
| 21. 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> |             |                     |               |
| 22. Contact details (Phone No and email address)  |   |             |                     |               |
| 23. Any other information.  |   |             |                     |               |

The information furnished above are correct to the best of my knowledge and 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.

**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.**