

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA
NEW DELHI – 110 002.**

*By Email
Confidential*

No. 1106-A.Ar.G(P)/2007

Dated : 9.11.2006

To

1. Pr. Accountants General/Directors General (field offices except DGA CR, Delhi)
2. Accountants General/Pr. Directors of Audit (field offices)

Subject :- Nomination of Sr.AOs/AOs/AAOs for preparation of panel for the Embassy Audit 2007-2008.

Sir/Madam,

It has been decided to prepare a panel of Sr.AOs/AOs/AAOs for the Embassy Audit during 2007-2008. I am, therefore, desired to request you to recommend names of one Sr.AO/AO and one AAO having excellent service records, for being considered for empanelment.

2. Those who fall under any of the following categories should not be recommended in any case :-

- a) Who have already done UN Audit/Embassy Audit/other overseas audit assignments such as IMO etc. in previous spells.
- b) Who have done overseas postings (London/Washington/Bhutan).
- c) Who have undergone training abroad for a period of one month or more.
- d) Who are having less than 3 years to retire. Maximum age limit is 57 years as on 1.1.2007.

3. Your recommendation, along with copies of the confidential reports for the last 5 years including for the year 2005-2006 (Original CRs should not be sent) of the officers concerned, their bio-data (in quadruplicate in the enclosed proforma) and vigilance clearance certificate, must reach the undersigned by name latest by 23.11.2006. Nominations received after this date will not be considered. A "Nil" certificate should be sent where there are no recommendations to make.

4. Photocopies of the CRs will not be returned and would be destroyed after finalization of the panel. It is, therefore, re-iterated that only photocopies of the CRs should be sent for consideration.

5. Receipt of the letter may please be acknowledged.

Yours faithfully,

**(Deepak Narain)
Assistant Comptroller &
Auditor General (Personnel)**

**Proforma showing the bio-data of
Sr.AOs/AOs/AAOs recommended for Embassy Audit during 2007-08
(To be submitted in quadruplicate)**

1 Name & designation	
2. Date of birth and age as on 01.01.2007	
3. Qualification (i) Educational : (ii) Professional :	
4. Office to which the officer belongs (i) Parent Office : (ii) Office in which working at present :	
5. Whether the officer belongs to SC/ST	
6. Date of entry into Govt. Service	
7. Date of entry in IA&AD	
8. Month & Year of passing SOG Examination	
9. Date of promotion as SO/AAO/ AO/SAO	SO : AAO : AO : SAO :
10. Number of years completed in the grade as on 01.01.2007 : a) AAO : b) AO/Sr.AO :	
11. Present pay	Rs.
12.Experience and posts held	Attach separate sheet giving details under this column, duly signed.
13. Details of previous deputation/foreign service/posting abroad/UN Audit/Embassy Audit : Give period.	Attach separate sheet giving details under this column, duly signed.
14. Proficiency in Computer. Details may be given	
15. Any other information.	-

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

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Signature of the candidate