

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL
(ECONOMIC & REVENUE SECTOR AUDIT) WEST BENGAL
CGO COMPLEX, 5TH FLOOR, 3RD M.S.O. BUILDING
DF BLOCK, SECTOR -I, SALT LAKE, KOLKATA - 700064

N.S. No. Admn. I/6-2/Deptn/Central/XX/461

Dated: 05.12.2019

Enclosed please find the circular No. 1419/OE&Bills/Estt./112-2015 dated 27.11.2019 received from Headquarters' office regarding "Filling up of vacant posts of Sr. Administrative Officer/Assistant Administrative Officer in Headquarters' office on deputation basis."

The recommendations alongwith bio-data should reach the undersigned under confidential cover to Admn-I Section by 06.12.2019.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letters may be given due consideration.

Schakrabarti
5/12/19
Sr. Audit Officer (Admn.)

Copy to:

1. Secretary to the Pr. Accountant General (E&RSA), WB
2. Sr. PS/Steno Gr. I and Gr. II to all Group Officers
3. Sr. Audit Officer / ESA-I (C)
4. Sr. Audit Officer / RSA (HQ)
5. Sr. Audit Officer / ESA - II (C)
6. Sr. Audit Officer / Admn. I & EDP SC
7. Sr. Audit Officer / Admn. II, III, CC & ITA
8. Sr. Audit Officer / Record & Hindi Cell
9. Assistant Audit Officer/Admn-I (For transmission through e-mail)
10. Assistant Audit Officer/EDP (For website/OPTIMA updation)
11. Hindi Cell for Hindi translation
12. Notice Board

1/23

Admn: 17 CAG/233
Date: 03.12.2019

No.1419/OE&Bills/Estt./112-2015

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27.11.2019

To

**All Heads of Officers in IA &AD
(As per mailing list except Overseas Audit Offices)
And Commercial Audit Offices)****Subject: Filling up of vacant posts of Senior Administrative Officers/Assistant
Administrative Officers in Headquarters office on deputation basis.**

Madam/Sir,

Headquarters office is looking for suitable/ willing Sr.AOs/AAOs from field offices, who can be inducted in this office on deputation basis in pay level of Pay Matrix-8/9/10/11 against the vacancies with knowledge of Information Systems.

2. You are requested to sponsor the names of eligible and willing officials of your office having requisite knowledge of Information Systems/experience and having excellent service record, who are clear from vigilance angle and can be spared and relieved of their duties immediately upon their selection on deputation to this office. **The AAO Probationers having adequate knowledge of IS/IT will also be considered for deputation for the above post as a special relaxation.**

3. The initial period of deputation will be for one year and may be extended thereafter subject to suitability and administrative convenience.

4. The service particulars copies of Annual Performance Appraisal Report for the preceding five years of willing and eligible officials along with Disciplinary/Vigilance clearance certificate may kindly be sent to the undersigned latest by **10.12.2019.**

Yours faithfully,

(Sameer Mehta)
Director (P)

प्रमले (आ एवं रा क्षेत्र) सचिवालय
प्राप्ति की तारीख 02-12-19
डायरी सं 586
BMS - 8129

ज. उप महालेखाकार (प्रशासन)
रानी संख्या 1054
03/12/19

Sr. DAG/Admn.