



भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, राँची  
Indian Audit and Accounts Department  
Regional Training Institute, Ranchi

No. RTI-RAN/Admn-25/Deptn/Faculty/2020-21/ 41  
Dated: 26.05.2020

Sub: - Filling up of one post of Core Faculty/ IT in RTI, Ranchi on deputation basis.

Sir/Madam

With respect to the subject cited above, it is informed that one post of Core Faculty/Information Technology in Sr. AO cadre is going to be vacant on 30.06.2020. In view of this, applications are hereby invited through proper channel for filling up the post on deputation basis in RTI, Ranchi. The details are as below:

Sl. No.	Post	Pay Level	No. of Post	Eligibility/Requirement
01	Sr. AO/Core-Faculty (Information Technology)	10	01	1. Holding post of Sr. AO in any office of IA&AD. 2. In depth knowledge and experience in operating computer applications including Oracle/Idea/Qlik View/Tablue/Knime/Access etc. 3. Aptitude in delivering lecture 4. Ability to maintain website of RTI.

Terms & Conditions:

1. Applications are invited from eligible Sr. AOs for the post indicated in the table above.
2. The term of deputation will initially for 3 years in terms of Headquarters' circular No. 269/Trg. Div./42-A/2019 dated 18.09.2019.
3. The deputation will be subject to other usual terms and conditions prescribed by DoPT and Headquarters office in this regard.
4. A reference is invited to Headquarters' circular dated 18.09.2019 referred above wherein detailed instructions to field offices on augmentation of staff (Administration & Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are reproduced below for ready reference:

(i). Field offices shall display the deputation notification/circular issued by RTI on the notice board and circulate among the staff giving reasonable time to the candidates to respond.

(ii). Field offices shall forward all applications received from their officers/staff against the position advertised by RTIs/RTCs to the concerned Institute/Centre without withholding any application.

(iii). On completion of selection process, the field offices shall obligatorily release the selected officer(s) for teaching/administrative assignment at RTI/RTC at the earliest.

(iv). The initial deputation period to RTI/RTC will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

Application of the willing aspirants should be received by 15/06/2020 along with the following:

- (a) Bio-data (Annexure enclosed)
- (b) Certified copies of APAR of the last five years.
- (c) Vigilance clearance certificate. It may also be certified that no disciplinary/court/vigilance case is pending or contemplated against the candidate.
- (d) Certificate to the effect that the particulars given by the applicants are correct.

*m k p h e*  
26.05.2020

Sr. Audit Officer/Admn

Copy to:

- 1. All IA&AD offices by EMAIL.
- 2. Office website
- 3. Notice Board.



लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

कार्यालय प्रधान निदेशकवाणिज्यिक लेखापरीक्षाएवम् पदेन सदस्य,

लेखापरीक्षा बोर्ड -II, मुंबई

सी-25, "ऑडिट भवन", 8वाँ तल, बांद्रा कुर्ली कॉम्प्लेक्स, मुंबई -400 051.

फैक्स: 022-26573814 टेलिफोन: 022-26573813/26573942

ईमेल:-mabmumbai2@cag.gov.in

Office of The Principal Director of Commercial Audit & ex-officio Member ,  
Audit Board – II, Mumbai

C-25, Audit Bhavan, 8<sup>th</sup> floor ,Bandra – Kurla Complex, Mumbai – 400 051.

Fax: 022-26573814 Telephone: 022-26573813/26573942

Email: mabmumbai2@cag.gov.in

No: MAB II/Admn/Hir of Cons/

23 May 2020

### NOTICE

Applications are invited from retired Sr. Audit Officers/Audit Officers/Assistant Audit Officer (Commercial) to work as consultant on short term contract basis against TWO vacancies in the cadre of Assistant Audit Officer (Commercial) in the office of the Principal Director of Commercial Audit and Ex-Officio Member, Audit Board -II, Mumbai and the place of posting will be in Mumbai only. The following terms and conditions are applicable to the contractual officers:-

1. Age should not be beyond 64 years.
2. The Consultant will be initially appointed for a period 11 months, extendable upto a maximum of three terms of 11 months each which is subject to performance and requirement of service.
3. The Consultant engaged on short terms contract basis will be paid fixed contractual payment of Rs.34,500/- per month. Besides, 50% of each increase in Dearness Allowance will be passed on to the retired officials hired on short terms contract basis. The Consultant will not be entitled for house rent allowances, residential accommodation, dearness allowance and transport allowance.
4. In addition to above, he/she shall be paid TA/DA as per existing rules in accordance with the grade pay of the post against which he/she have been hired, if deputed on field duties.
5. The consultant will be eligible for 10 days leave (08 CL and 02 RH) in a calendar year on pro-rata basis. They will not draw any remuneration in case of his/her absence beyond 10 days (08 CL and 02 RH) in a year calculated on pro-rata basis. Un-availed CL/RH will not be carried forward to next year. If they are required to attend the office on Saturday/Sunday and other holidays in exigencies of work, they will not be paid any additional remuneration.
6. Statutory deductions levied by the Union/State Government will be made as per rules.
7. It may be noted that the appointment will be purely on temporary basis subject to termination at any time.

Interested retired officials of the IA& AD, fulfilling the eligibility criteria and willingness for above assignment may submit their Bio-data and copies of their APARs of last five years, if available with them along with the enclosed Annexure. Applications duly filled in all aspects must reach the undersigned by name either by post or through e-mail at [admin.mum.mab2@cag.gov.in](mailto:admin.mum.mab2@cag.gov.in) latest by 31.05.2020

This issues with the approval of Principal Director of Commercial Audit and Ex-Officio Member, Audit Board –II, Mumbai.

-Sd-  
Sr.Audit Officer/Admn.

Copy to :-

1. Notice Board
2. All Head of Department of IA&AD (as per list enclosed)



Sr. DAG (Admn.) / Sectt/CAG

Dy. No. 38

Date: 27-5-20

solankirk@cag.gov.in

Fwd: [Cag-all-offices] Fwd: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

प्रमाणित (आ. एवं रा. क्षेत्र. लेख) १.०  
डाकरी सं. ०३  
दिनांक २७.५.२०२०

**From :** PAG E AND RSA ODISHA <agaurissa2@cag.gov.in> Tue, May 26, 2020 05:48 PM  
**Subject :** Fwd: [Cag-all-offices] Fwd: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg. 1 attachment  
**To :** Solanki R K <solankirk@cag.gov.in>

**From:** "Regional Training Centre IAADblr" <rtcbangalore@cag.gov.in>

**To:** "cag-all-offices" <cag-all-offices@ismgr.nic.in>

**Sent:** Tuesday, May 26, 2020 10:50:23 AM

**Subject:** [Cag-all-offices] Fwd: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

Sir/Madam,

Please see the trailing email calling for applications from AAO/Sr AOs/Sr Auditors for the post of Help Desk for OIOS at RTC Bengaluru. The last date for receiving the applications at RTC Bengaluru has been extended to 5th June 2020.

It is requested that wide publicity may please be given for the post and applications received sent to RTC Bengaluru by **5th June 2020**.

This issues with the approval of Director General(RTC Bengaluru).

Yours faithfully,

Sd/-

Sr Administrative Officer/RTC Bengaluru

Sr AO / Adm  
27/5/20

**From:** "Regional Training Centre IAADblr" <rtcbangalore@cag.gov.in>

**To:** Cag-all-offices@ismgr.nic.in

**Sent:** Tuesday, March 10, 2020 4:32:25 PM

**Subject:** Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

Regional Training Centre, Bengaluru

No. RTC/Bangalore/242

Dated: 10.03.2020

To,

All Offices in mailing list

**Subject: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-**  
**Reg.**

Sir/Madam,

1.  
 A Applications are invited from eligible Assistant Audit Officers for the following deputation post at RTC Bengaluru:

Sl. No	Post	Function	Eligibility
1	One post of A.A.O / Sr. AO 1. (For implementing One IAAD One System (OIOS))  Even eligible Sr. Auditor may also apply.	1. To act as a functional Help Desk for the User offices of RTC Bengaluru 2. Deliver capacity building sessions/training programmes/courses relating to OIOS 3. Help OIOS Central Team in conducting User Acceptance Testing	Holding analogous post of A.A.O. Wide exposure to Audit. Should possess reasonable IT skills i.e use of MS Office and web browsing Should possess good communication skills Age of applicant should not be more than 56 years.

The official should have wide exposure to Audit and comfortable in using IT systems.

- The official may have to travel to Delhi and other stations to perform the above mentioned duties.
- In absence of eligible A.A.O, applications of willing Supervisor/Senior Auditor with appropriate skills may be forwarded. Sr. A.Os with appropriate skill may also apply for the post. If found more suitable and appropriate, change in the level of the post of the resource person would be considered with the approval of HQrs office.
- The term of deputation will initially be for a period of three years and may be extended by the Competent Authority, subject to continued suitability of the candidate and administrative convenience.
- Other existing terms and conditions in respect of deputation will be applicable.
- A reference is invited to Headquarters circular No.269/Trg.Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. They may be adhered to scrupulously.
- Willing candidates should apply through their respective Parent Offices. The Parent Offices are requested to forward applications of candidates along with Bio-data (Annexure enclosed) and APARs for the last five years, so as to reach RTC Bengaluru latest by 25<sup>th</sup> March 2020.

This issues with the approval of Pr Accountant General(GSSA), Karnataka.

faithfully,

Yours

Sd/-  
 Sr Administrative Officer/RTC Bengaluru



Sr. DAG (Admn.) / Sectt/CAG

Pr. A.G (E&amp;RSA) Sectt. CAG

Dy. No. 25

Date: 27-5-20

देशीय दायरी संख्या Can. Dy. No. 114

agaurissa2@cag.gov.in

दिनांक/Date: 26.05.20

[Cag-all-offices] Fwd: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

From : Regional Training Centre IAADblr &lt;rtcbangalore@cag.gov.in&gt;

Tue, May 26, 2020 11:37 AM

Sender : CAG-ALL-OFFICES &lt;cag-all-offices-bounces@ismgr.nic.in&gt;

1 attachment

Subject : [Cag-all-offices] Fwd: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

To : cag-all-offices &lt;cag-all-offices@ismgr.nic.in&gt;

प्रश्नसूच (आ. एवं स. क्षेत्र. लेप) D.O.  
दायरी सं. 03  
दिनांक 27.5.20

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This issues with the approval of Director General(RTC Bengaluru).

Yours faithfully,

Sd/-

Sr Administrative Officer/RTC Bengaluru

Email forwarded  
to Sr DAG (Admn.)

From: "Regional Training Centre IAADblr" &lt;rtcbangalore@cag.gov.in&gt;

To: Cag-all-offices@ismgr.nic.in

Sent: Tuesday, March 10, 2020 4:32:25 PM

Subject: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

Regional Training Centre, Bengaluru

No. RTC/Bangalore/242

Dated: 10.03.2020

To,

All Offices in mailing list

Subject: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.

Sir/Madam,

1.  
A Applications are invited from eligible Assistant Audit Officers for the following deputation post at RTC Bengaluru:

Sl. No	Post	Function	Eligibility
1	One post of A.A.O / Sr. AO 1. (For implementing One IAAD One System (OIOS))	To act as a functional Help Desk for the User offices of RTC Bengaluru	Holding analogous post of A.A.O. Wide exposure to Audit. Should possess reasonable IT skills i.e use of MS Office and web

5/26/2020

Email

	Even eligible Sr. Auditor may also apply.	2. Deliver capacity building sessions/training programmes/courses relating to OIOS 3. Help OIOS Central Team in conducting User Acceptance Testing	4. browsing 5. communication skills Should possess good communication skills Age of applicant should not be more than 56 years.
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The official should have wide exposure to Audit and comfortable in using IT systems.

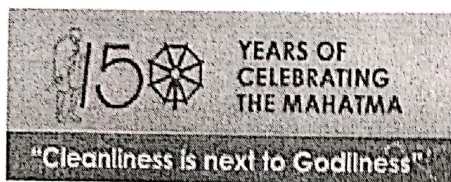
2. The official may have to travel to Delhi and other stations to perform the above mentioned duties.
3. In absence of eligible A.A.O, applications of willing Supervisor/Senior Auditor with appropriate skills may be forwarded. Sr. A.Os with appropriate skill may also apply for the post. If found more suitable and appropriate, change in the level of the post of the resource person would be considered with the approval of HQrs office.
4. The term of deputation will initially be for a period of three years and may be extended by the Competent Authority, subject to continued suitability of the candidate and administrative convenience.
5. Other existing terms and conditions in respect of deputation will be applicable.
6. A reference is invited to Headquarters circular No.269/Trg.Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. They may be adhered to scrupulously.
7. Willing candidates should apply through their respective Parent Offices. The Parent Offices are requested to forward applications of candidates along with Bio-data (Annexure enclosed) and APARs for the last five years, so as to reach RTC Bengaluru latest by 25<sup>th</sup> March 2020.

This issues with the approval of Pr Accountant General(GSSA), Karnataka.

faithfully,

Yours

Sd/-  
Sr Administrative Officer/RTC Bengaluru



CAG-ALL-OFFICES mailing list  
CAG-ALL-OFFICES@lsmgr.nic.in

RTC Bengaluru OIOS.pdf  
284 KB



Regional Training Centre, Bengaluru

No. RTC/Bangalore/242

Dated: 10.03.2020

To,

All Offices in mailing list

**Subject: Deputation of A.A.O in RTC Bengaluru for implementation of (OIOS)-Reg.**

Sir/Madam,

1. Applications are invited from eligible Assistant Audit Officers for the following deputation post at RTC Bengaluru:

Sl. No	Post	Function	Eligibility
1	One post of A.A.O / Sr. AO (For implementing One IAAD One System (OIOS))  Even eligible Sr. Auditor may also apply.	1. To act as a functional Help Desk for the User offices of RTC Bengaluru 2. Deliver capacity building sessions/training programmes/courses relating to OIOS 3. Help OIOS Central Team in conducting User Acceptance Testing	1. Holding analogous post of A.A.O. 2. Wide exposure to Audit. 3. Should possess reasonable IT skills i.e use of MS Office and web browsing 4. Should possess good communication skills 5. Age of applicant should not be more than 56 years.

The official should have wide exposure to Audit and comfortable in using IT systems.

- The official may have to travel to Delhi and other stations to perform the above mentioned duties.
- In absence of eligible A.A.O, applications of willing Supervisor/Senior Auditor with appropriate skills may be forwarded. Sr. A.Os with appropriate skill may also apply for the post. If found more suitable and appropriate, change in the level of the post of the resource person would be considered with the approval of HQrs office.
- The term of deputation will initially be for a period of three years and may be extended by the Competent Authority, subject to continued suitability of the candidate and administrative convenience.
- Other existing terms and conditions in respect of deputation will be applicable.
- A reference is invited to Headquarters circular No.269/Trg.Div/42-A/2019 dated 18.09.2019 wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. They may be adhered to scrupulously.
- Willing candidates should apply through their respective Parent Offices. The Parent Offices are requested to forward applications of candidates along with Bio-data (Annexure enclosed) and APARs for the last five years, so as to reach RTC Bengaluru latest by 25<sup>h</sup> March 2020.

This issues with the approval of Pr Accountant General(GSSA), Karnataka.

Yours faithfully,

Sd/-  
Sr Administrative Officer/RTC Bengaluru

**BIO DATA**

<b>Name in full</b>	
<b>Permanent Address</b>	
<b>Present Address</b>	
<b>Date of Birth</b>	
<b>Educational qualification</b>	
<b>Date of appointment in IA &amp; AD</b>	
<b>Parent Office</b>	
<b>Post held at present</b>	
<b>Office in which working at present</b>	
<b>Present place of posting</b>	
<b>Whether belongs to SC / ST</b>	
<b>Knowledge of Computer</b>	
<b>Details of working experience</b>	
<b>Any other relevant details</b>	

**T Fwd: [Cag-all-offices] Revised Last date of receipt of application for the vacant posts of IS Core Faculty and OIOS Faculty posts due to extended lockdown period**

**From :** PAG E AND RSA ODISHA <agaurissa2@cag.gov.in>  
**Subject :** Fwd: [Cag-all-offices] Revised Last date of receipt of application for the vacant posts of IS Core Faculty and OIOS Faculty posts due to extended lockdown period  
**To :** Solanki R K <solankirk@cag.gov.in>

Fri, Apr 17, 2020 11:00 AM

4 attachments

प्रशासन (आ. एवं रा. क्ष. लय) D.O.  
 डायरी सं. 02  
 दिनांक 27.5.20

**From:** "Regional Training Institute Hyderabad" <rtihyderabad@cag.gov.in>  
**To:** "ALL Offices CAG" <cag-all-offices@ismgr.nic.in>, "cag-iaad" <cag-iaad@ismgr.nic.in>

**Sent:** Thursday, April 16, 2020 8:14:38 PM

**Subject:** [Cag-all-offices] Revised Last date of receipt of application for the vacant posts of IS Core Faculty and OIOS Faculty posts due to extended lockdown period

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/I-6/2020-21/

दिनांक: 16.04.2020

To  
 All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

**विषय :** Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up one vacant post of IS Core Faculty-Extension of last date of receipt of application

Sir/Madam,

\*\*\*\*\*

As per Para 4 of the Government of India, Department of Personnel and Training (Establishment A-III Desk) letter F.No.11012/09/2016-Estt.A-III dated 30.03.2020, the last date of receipt of application for recruitment, deputation etc, if it falls within the lockdown period, then the last date should be extended by the number of days of lockdown. Accordingly, with reference to this office Circular No. सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation-2018/I-6/2019-20/40 dated 11.02.2020 (copy enclosed) on the above subject for filling up one vacant post of IS Core Faculty in Regional Training Institute, Hyderabad, It is to inform that due to extended lockdown up to 03.05.2020, the last date for receipt of application for the post is extended till **12.06.2020**.



Encl: As above

भवदीय,

Sd/-

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)

सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation/2018/1-6/2020-21/ दिनांक: 16.04.2020

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI), Hyderabad for filling up of one vacant post for implementation of One IAAD One System (OIOS)- Extension of last date of receipt of application

Sir/Madam,

\*\*\*\*\*

As per Para 4 of the Government of India, Department of Personnel and Training (Establishment A-III Desk) letter F.No.11012/09/2016-Estt.A-III dated 30.03.2020, the last date of receipt of application for recruitment, deputation etc, if it falls within the lockdown period, then the last date should be extended by the number of days of lockdown. Accordingly, with reference to this office Circular No. सं.प्र.नि/क्षे.प्र.सं-हैदरा/प्रशासन/Deputation-2018/1-6/2019-20/44 & 46 dated 21.02.2020 & 26.02.2020 (copies enclosed) on the above subject for filling up one vacant post of IS Core Faculty in Regional Training Institute, Hyderabad, It is to inform that due to extended lockdown up to 03.05.2020, the last date for receipt of application for the post is extended till 12.06.2020.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

भवदीय,

Encl: As above

Sd/-

वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)





भारतीय लेखापरीक्षा और लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद

INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रशासन (आ. एवं अ. क्षेत्र. लेख) D.O REGIONAL TRAINING INSTITUTE

हायदराबाद 500004

Sr. DAG (Admn. / Sect/CAG

दिनांक 27.5.20

Dy. No. 32 Date: 26-5-20

सं. प्र. नि. क्षे. प्र. सं-हैदरा/प्रशासन/Deputation/2018/I-6/2019-20/40

दिनांक: 11.02.2020

To

All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)

विषय : Deputation Assignment at Regional Training Institute (RTI),  
Hyderabad for filling up one vacant post of IS Core Faculty

Sir/Madam,

One post of IS Core Faculty in the pay level 8/9/10 is vacant in Regional Training Institute (RTI), Hyderabad. The post would be filled up on deputation basis. **The Senior Audit Officers/Senior Accounts Officers/ Assistant Audit Officer/ Assistant Accounts Officer working in IA&AD should have-**

- ❖ In-depth knowledge and experience in operating Computer applications (including IDEA, Oracle, PL/SQL Programming, Microsoft Office, Website applications etc) and aptitude to deliver lectures and experience in IT Audit
- ❖ Knowledge in working with Data Analytics software like Tableau, Knime, Qlikview is desirable
- ❖ Ability in development and maintenance of IS systems, Website and e-office
- ❖ Ability in preparation of Course material and Structured Training Modules (STMs) for IS Courses

2. Application(s) of **Senior Audit Officers/Senior Accounts Officers/Assistant Audit Officer/ Assistant Accounts Officer** who are willing to be considered for deputation to RTI, Hyderabad for the post of IS Core Faculty may be forwarded to this office on or before **15<sup>th</sup> March 2020** along with their **Bio-Data (Annexure enclosed)**, certified copies of APAR for the last five years, duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant

3. The term of deputation will be initially for a period of three years and may be extended thereafter, subject to his/her continued suitability and administrative convenience. While working at RTI, Hyderabad, the selected official will draw his/her basic pay plus **Training Allowance** as applicable on his/her basic pay and as admissible under extant rules.

-Contd-(2)

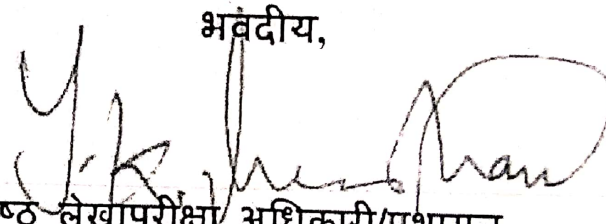
4. Maximum age limit for appointment by deputation shall not exceed 56 years as on date of application for the post. The applications of the Officers/Officials working in the office on deputation basis on normal terms & conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

5. A reference is invited to Headquarters circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are re-iterated below:

- a. Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- c. On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- d. The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, हैदराबाद के अनुमोदन से जारी होता है।

Encl: Bio-data (Annexure)

भवदीय,  
  
वरिष्ठ लेखापरीक्षा अधिकारी/प्रशासन  
Senior Audit Officer (Admn)



## Bio-Data (Annexure)

Latest  
Passport Size  
Photo

1.	Name in full (S/Sri/Smt/Ms)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualifications (i) Educational (ii) Professional	
7.	Office to which the applicant belongs (i) Parent Office (ii) Present Office	
8.	Whether belongs to SC/ST/Neither	
9.	Date of entry into Government Service	
10.	Date of entry in IA&AD	
11.	Date and year of passing SAS Examination (Please mention Civil Accounts/Civil Audit/Commercial/P&T etc)	
12.	Date of promotion as AAO/SAO	
13.	Details of other exams passed (RAE/CPD-I/ CPD-II/CPD-III/others)	
14.	Proficiency in Computers. Details may be given	
15.	Details of IT Audit Assignments/UN Audit/Embassy Audit assignments	
16.	Present Pay and Pay Level	
17.	Mobile Number and official email ID	
18.	Any other relevant details	

Date.

Place.

(Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

Signature of the Head of the Department (with Stamp)