

कार्यालय, रक्षा लेखा महानियंत्रक  
उलान बटार रोड, पालम, दिल्ली छावणी, 110 010

No. AN/IX/9011/1/SAS-II/Sep/2017

Dated: 16/10/2017

To

All PCsDA/PCA (FYs)/CsDA

Subject: - Provisioning of SAS Apprentices/SA/Adr/DEO/Stenos/Clerks-September 2017 to the regular vacancies of AAOs.

In order to enable this office to release timely provisioning in respect of SAS Part-II September 2017 qualified candidates, Controllers are requested to obtain choice stations of all the SAS Part – II September 2017 qualified candidates immediately in the enclosed Annexure 'A' and forward by name to the undersigned through speed post, so as to reach this office upto 27/10/2017 alongwith Annexure "B" & "C".

2. It may also be clarified to the candidates that opting for three choice stations may not be construed as right for posting to one of these stations. However, efforts would be made to accommodate them to the extent administratively feasible. The individuals seeking retention at the same station or seeking transfer to their choice stations on medical grounds may be advised to **submit proper latest medical certificate (and not copies of prescriptions and test reports)** from the attending specialist, clearly bringing out the disease, since when suffering from and present status etc.

3. It is also requested to furnish the office wise and station wise overall authorized and posted strength of AAOs/SAS(App)/Sup(A/Cs) under your jurisdiction including IFA offices (Irrespective of fact that any individual has passed from their organization or otherwise as per annexure "C"). The vacancy position may be computed as on 31/12/2017 taking retirement's upto March, 2018 into account.

4. Besides, above hard copies of annexure, soft copy in MS office Excel of Annexure "B & C" (strictly as per specimen of Annexure "B & C") may also be furnished either through CGDA WAN (HQADMNX folder) or through E-mail ([admnix.cgda@nic.in](mailto:admnix.cgda@nic.in)) by the due date.

**Enclose: As stated.**

Copy to:

IT & S Section (Local): - For uploading on CGDA website.

  
(Kavita Garg)  
Sr. Dy. CGDA (AN)

  
(Kavita Garg)  
Sr. Dy. CGDA (AN)

(To be filled by applicant)

Annexure 'A'

**SAS Part-II passed candidates application format**  
(Original copy to be forwarded to HQrs.)

1	Roll No. (SAS Part-II Sep'2017)	:				
2	GENDER (Male / Female)	:				
3	NAME	:				
4	GRADE	:				
5	Account No.	:				
6	DATE OF BIRTH	:				
7	DATE OF APPOINTMENT (DAD)	:				
8	DATE OF PROMOTION (As auditor/Sr. Auditors)	:				
9	CATEGORY viz. Gen, OBC, SC, ST etc (Mandatory )	:				
10	HOME TOWN (Specific District as per Service Record & not Village or State) If DAD office not available at Home town, nearest Station to Home town where DAD office is situated	:				
11	CHOICE STATION (Station (NOT Office)where DAD offices are located )	First Preference				
		Second Preference				
		Third Preference				
12	Whether EDP trained (Yes/No) (If yes, specify project)					
13	APAR GRADING (Upto two decimal places)	APAR1	APAR2	APAR3	APAR4	APAR5
14	SERVICE PROFILE (In DAD)					
	Name of Office	Organisation	Whether Sensitive Assignment (Yes / No)	Station	From Date (dd/mm/yy yy)	To Date (dd/mm/yy yy)
P.T.O.						

15	Brief Grounds for choice stations:
16	<p>Attach latest Medical Certificate (NOT MEDICAL PRESCRIPTION &amp; TEST REPORTS) in respect of medical cases and Service certificate showing Station &amp; Department from the employer in case of spouse.</p> <p>If Spouse serving in DAD, Specify Office &amp; Station of present posting.</p>

**UNDERTAKING**

It is to undertake that the information furnished above are correct.

Date:

(SIGNATURE OF APPLICANT)

**(ALL COLUMNS ARE MANDATORY AS PER APPLICABILITY)**

**(To be filled by the Controller's office)**

17	<p><b>GROUND FOR RECOMMENDATION</b>          (Hard Tenure Completion, Age, Physically Challenged %, Medical Self, Medical Dependent, Serving Spouse - As per DoPT Guideline, Home Town, Stay Away)</p>	
----	--	--

Date:

(SIGNATURE AND SEAL OF GO(AN))

(To be filled by Controllers Offices)

Specimen Copy

Annexure 'B'  
SAS Part-II Passed Candidates from the Organisation \_\_\_\_\_

Sl No.	Roll No.	Name Grade, A/C No	DOB (dd/mm/YYYY)	DOA (dd/mm/YYYY)	Cat. G/SC/ST	Home Town as per Annex 'A'	Present Org.	Present Station where serving	Serving Since	Choice Stations			APAR Grading		Service Profile of the official Station - Organisation - From Date - To Date	Controllers' Remarks
										Choice 1	Choice 2	Choice 3	Year	Grading		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	0081	Anil Raj, SA/ 8340840	20/10/1977	25-05-2010	Gen	New Delhi	CDA CHENNAI	COIMBATOR E	05/11/2011	Delhi	Meerut	Allahabad	2008-09 2009-10 2010-11 2011-12 2012-13	VG VG VG VG VG	Bangalore - PCDA BL - 19.06.2000 - 31.05.2002 Wellington - CDA Chennai - 01.06.2002 - 22.06.2004 Aruvankadu - PCA (Fys) - 23.06.2004 - 04.11.2011 Coimbatore - CDA Chennai - 05.11.2011 - till date	
2																
3																
4																
5																

Signature of Officer-in-Charge



## Annexure "C"

VACANCY REPORT IN R/O PCsDA/PCA(Fys)/CsDA  
(including all IFAs offices under proforma Controllers)  
for provisioning of AAOs Sep'2017  
(As on 31st December 2017)

Sl	STATION	Name of office	SAS (App)/Sup (A/c)/AAOs		
			AUTH.	POSTED	RETIREMENT (During ensuing Jan - March 2017)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Date:

(SIGNATURE AND SEAL OF G.O.(AN))