

Office of the Comptroller & Auditor General of India  
New Delhi -110 121

No. 34B-Staff (App 1)/08-2016

Dated: 26.02.2016

To

1. All the Heads of Departments in the IA&AD.
2. Director General (Training)
3. Director General (Commercial)
4. Director (P)

**Subject:** Extension in the tenure of deputation of staff both within/outside the Indian Audit and Accounts Department.

Sir/Madam,

In accordance with this office circular no. 900/GE II/59-2002 dated 12.08.2002, the Heads of Department in Indian Audit and Accounts Department have been vested with the powers to extend the tenure of deputation of officials within/outside the Indian Audit and Accounts Department up to four years.

2. The extension in deputation term of officials beyond fourth year is being granted by the Headquarters office.

3. It has been observed that proposals seeking extension of deputation tenure beyond fourth year are sent either a few days before the expiry of the previous term or after expiry of the tenure. Further, some offices while forwarding proposals seeking extension of deputation do not enclose the consent of lending office, borrowing office and willingness of the official concerned.

4. The Dy. Comptroller & Auditor General has ordered that proposals seeking extension in deputation tenure beyond fourth year, complete in all respects must reach this office by 5<sup>th</sup> of the month preceding the quarter in the prescribed format (enclosed) as per following schedule:

Deputation period beyond 4 <sup>th</sup> year expiring in the quarter	Proposal for extension of deputation must reach in Hqs. office by
April to June	5 <sup>th</sup> of March
July to September	5 <sup>th</sup> of June
October to December	5 <sup>th</sup> of September
January to March	5 <sup>th</sup> of December

5. Please acknowledge receipt of this letter.

Encl.: As above.

Yours faithfully,

(Ranjit Singh)

Assistant Comptroller & Auditor General (N)