

No. A-22014/1/2015/MFCGA/AAO/GL/ 332,
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

7th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi.

Dated:09th October, 2015

OFFICE MEMORANDUM

The under signed is directed to state that this office is in process of updating Gradation Lists of AO/Sr.AO and AAOs . In order to update the Gradation List and vacancy position as on date, the information in enclosed proforma I and II may please be provided to this office by **23.10.2015** positively.


(Chander Prakash)
Accounts Officer

To,
All Pr.CCA/CCA/CAs.

Proforma I

Name of the Ministry/Department: _____

A) Sanctioned strength of AAOs:

Sl.No.	Sanctioned strength (station-wise)	Working strength (station-wise)	Vacancies (station-wise)	Reasons for vacancy	Remarks

B) Incumbency position:

Sl.No.	Station	Name of the AAO	Remarks

C) Details of AAOs transferred from other ministry to this ministry but have not joined till date:

Sl.No.	Name of the AAO	Transferred from	CGA office Order No. & Date	Remarks

D) Details of AAOs transferred out from this ministry but have not been relieved till date:

Sl.No.	Name of the AAO	Transferred to	CGA office Order No. & Date	Remarks

Proforma II

Name of the Ministry/Department : _____

A) Sanctioned strength of AOs/Sr.AOs:

Sl.No.	Sanctioned strength (station-wise)	Working strength (station-wise)	Vacancies (station-wise)	Reasons for vacancy	Remarks

B) Incumbency position:

Sl.No.	Station	Name of the AO/Sr.AO	Remarks

C) Details of AOs/Sr.AOs transferred from other ministry to this ministry but have not joined till date:

Sl.No.	Name of the AO/Sr.AO	Transferred from	CGA office Order No. & Date	Remarks

D) Details of PAOs/Sr.AOs transferred out from this ministry but have not been relieved till date:

Sl.No.	Name of the AO/Sr.AO	Transferred to	CGA office Order No. & Date	Remarks