



Office of the
AUDITOR-GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 1717 Dir.(Estt)/325/Prom./AAO to AO

Dated: 02-03-2023

To,

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| The Rector (PA&A) Academy , Lahore | The DG Audit Distt: Govt. Punjab (N), Lahore |
| The Director General (B & A), Local | The DG Audit (Railways) Lahore |
| The DG Audit (Federal Govt.) Islamabad | The DG Audit Works, Provincial Lahore |
| The DGA (Climate Change & Envir.) Islamabad | The DG Audit (Water Resources), Lahore |
| The DG Audit Works (Federal) Islamabad | The DG Audit Distt: Govt. Punjab (South), Multan |
| The DG Audit (Foreign & Intl.), Islamabad | The DG (CA&E) (South) Karachi |
| The DG Audit (Social Safety Net) Islamabad | The DG Audit (IR&C) (South), Karachi |
| The DG (CA&E) (North), Islamabad | The DG Audit (Sindh), Karachi |
| The DGA (Defence Services) (N), Rawalpindi | The DG Audit (Local Councils) Sindh, Karachi. |
| The DG Audit (KPK), Peshawar | The DG Audit (Defence Services) (South), Karachi |
| The DG Audit Distt: Govt. (KPK) Peshawar | The DG Audit Works (Provincial), Sindh, Karachi |
| The DG (PAW), Lahore | The DG Audit Balochistan Quetta |
| The DG Audit Punjab, Lahore | The DGA (Local Councils) Balochistan Quetta |
| The DG Audit (Power), Lahore | The Director Audit Works (P), Balochistan Quetta |
| The DG Audit (IR&C) (North) Lahore | The Director Audit & Accounts Academy Quetta |
| The DG Audit (PT & T), Lahore | The Director Audit Works (P), KPK Peshawar |
| The DG Audit PNR, Lahore | |

Subject: **PROMOTION OF SENIOR AUDITORS (B-16) AS ASSISTANT AUDIT OFFICERS (B-17)**

The **Deputy Auditor General (A&C)**, Chairman of the Departmental Promotion Committee has been pleased to call working papers for DPC meeting to consider promotion cases of Senior Auditor (B-16) as Assistant Audit Officers (BS-17) of PAD proposed to be held w.e.f. **15-03-2023**. Detailed schedule will be announced later.

2. The following promotion cases will not be entertained for promotion:
- Anticipatory vacancies will be considered till 30.06.2023.
 - Promotion cases against 120 days Leave vacancy.
 - Promotion cases against deputation who have completed 3 years and whose extension orders have not been issued.

3. It is therefore, requested that 05 sets of working papers (**as per Annex-A**) *duly flagged and page marked* comprising relevant information/documents (**as per check list attached**) regarding promotion against clear/DTL vacancies available in your office may kindly be furnished to this office on or before **07/03/2023** positively in light of Revised Recruitment Rules-2012.

3. In case of no promotion case, a '**Nil report**' may be furnished.

(MUHAMMAD ASIF)
AO/CA to Director (Establishment)

Encl: (as above)

Copy to:

- SPS to Auditor General of Pakistan
- SPS to DAG (A&C), local
- ✓ Web Administrator for uploading on DAGP Web site.

WORKING PAPERS

(FOR PROMOTION OF SENIOR AUDITORS (B-16) AS ASSISTANT
AUDIT OFFICERS (B-17))

CRITERIA:

The criteria to be followed for promotion of Senior Auditors as AAOs as per Esta Code is as follows:-

I) Para-I (1) of “*Revised Guidelines with Addendum thereto for Departmental Promotion Committees / Central Selection Boards*”, the DPC/CSB shall consider the cases of eligible civil servants in order of seniority and either:-

- a) *recommend a civil servant for promotion to the next higher post; or*
- b) *recommend a civil servant for supersession or*
- c) *defer consideration of a civil servants promotion provided that this step will be taken only if:*
 - i. *The CR dossier is incomplete or any other document / information required by the DPC / CSB for determining a civil servants suitability for promotion is not available; or*
 - ii. *Disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the DFC/CSB; or*
 - iii. *The civil servants is on deputation aboard to a foreign government, private organization or international agency; or*
 - iv. *The civil servant does not possess the requisite length of service; or*
 - v. *The civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or*
 - vi. *The civil servants inter se seniority is sub-judice.*

II) Para- II (1) of “*Guidelines for Departmental Promotion Committee / Central Selection Board*” posts carrying basic pay scales 18 or below are non-selection posts. Promotion to these posts is to be processed by the DPCs on the basis of seniority-cum-fitness. Fitness would be assessed primarily on the officer’s work in the lower post.

III) Performance Evaluation Reports of the officers for the last five years should not contain any adverse remarks.

IV) Supplementary document/details considered necessary by FAO concerned

Check List OF Documents/Information required for promotion

| Sr. No. | Name of Document/Information | Annex No. | Page No. |
|---------|--|-----------|----------|
| 1 | Upto-date Seniority list of Assistant Audit Officer (B-17) | | |
| 2 | Upto-date Seniority list of Senior Auditors | | |
| 3 | A list of Asstt. Audit Officers on Deputation/Training/Long leave duly signed (along with copies of orders/letters) | | |
| 4 | A list of No. of clear/DTL vacancies | | |
| 5 | PIPFA/SAS qualification certificate of proposed promotion panel | | |
| 6 | Assets Declaration Certificate of last five years of proposed promotion panel | | |
| 7 | PER dossiers (in original) and synopsis of PERs for the last five years i.e. up to 31.12.2021 duly signed and stamped. | | |
| 8 | Seniority Non subjudice Certificate | | |
| 9 | Certificate to the effect that no disciplinary case is pending / under process against the officers | | |
| 10 | The record of any penalty imposed on the officers during the last five years | | |
| 11 | A certificate that PERs have been written up / countersigned by the concerned officers only | | |
| 12 | Any other detail if affecting the promotion case may be mentioned along with relevant record. | | |

**Signature
Stamp**

PER's GRADING:

| Sr. No. | Name of officer | 2019 | 2020 | 2021 | FIT/ NOT FIT for promotion |
|----------------|------------------------|-------------|-------------|-------------|---------------------------------------|
| | | | | | |
| | | | | | |

CERTIFICATES

| Sr. No. | Name of officer | Any Disciplinary Case | Any Penalty imposed during the last 03 years | Whether PIPFA qualified or not | Certificate whether PERs have been written up and countersigned by concerned officer | Seniority Non subjudice | Assets declaration certificate |
|----------------|------------------------|------------------------------|---|---------------------------------------|---|--------------------------------|---------------------------------------|
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