

Annexure- I

SERVICE PROFILE OF EMPLOYEES

1. Name
:.....
2. Designation :.....
3. P. No.
:.....
4. Father's Name
:.....
5. Date of Birth
:.....
6. Date of Retirement :.....
7. Date of Appointment(as) :.....
8. Educational & Professional Qualification
:.....
9. Present Section & Nature of work
:.....
10. Date of Promotion as
 Clerk :.....
 Acctt./Steno/Ar. :.....
 Sr.Acctt./Sr.Ar. :.....
 SO/AAO :.....
 Sr.AO/AO :.....

11. Details of Deputation/Foreign Service:

Name of the Department & Office	Period of deputation		Nature of duties performed
	From	To	

12. Permanent Address
13. Local Address
14. Phone No.
Contact Person

15. Working Experience:

Cadre	1 st Wing/Section		2nd		3rd		4th	
	From	To	From	To	From	To	From	To
As Clerk								
As Acctt./Ar./Steno.								
Sr. Acctt./Sr. Ar./Sr. Steno.								
As SO								
As AAO								
As AO								
As Sr. AO								

16. Training Undergone during the Service alongwith period and duration:

	Course	Period
(A) RTI	1.	
(I) General Courses	2.	
	3.	

(II) EDP Courses	1. 2. 3.	
(B) In-House (I) General Courses	1. 2. 3.	
(II) EDP Courses	1. 2. 3.	

17. Training proposed to be impaired (to be planned for next three years)

	Course/area of training	Period	Nomination during period with justification for selection
(I) General Courses	1. 2. 3.		
(II) EDP Courses	1. 2. 3.		

18. Experience profile:

Sl. No.	Years of experience	Sr.AO/AO	SO/AAO	Sr.Ar./Ar.
1.	< 5 years			
2.	> 5 years			

19. Experience in a particular grade:

Sl. No.	Years of experience	Sr.AO/AO	SO/AAO	Sr.Ar./Ar.
1.	< 10 years			
2.	> 10 years			
3.	> 20 years			
4.	> 25 years			

20. Experience in a specific domain(e.g. receipt audit, commercial audit, railway audit,P&Taudit etc.):

Sl. No.	Years of experience	Sr.AO/AO	SO/AAO	Sr.Ar./Ar.
1.	< 5 years			
2.	> 5 years			

21. Experience in conducting various categories of audit/administration and establishment matter/accounting:

Sl. No.	Category of audit	Sr.AO/AO	SO/AAO	Sr.Ar./Ar.
1.	Compliance Audit			
2.	Performance Audit			
3.	Certification Audit			
4.	Financial Audit			
5.	Administration			
6.	Establishment			
7.	Accounting			

Signature

Name :

Design. & P.No. :

Section :