

कार्यालय महानिदेशक लेखापरीक्षा (इस्पात), राँची

OFFICE OF THE DIRECTOR GENERAL OF AUDIT (STEEL), RANCHI

AE/ WA/ 2022/1067/3088-3105

Dated: 29 MAR 2023

Subject: Filling up vacancy on deputation basis in the cadre of Welfare Assistant in the Office of the Director General of Audit (Steel), Ranchi.

Sir/ Madam,

Applications are invited to the post of Welfare Assistant on deputation basis on usual terms and conditions stipulated below:

1. One post of Welfare Assistant in the Pay Band - 2 of Rs. 9300-34800 and Rs.4800 GP is likely to fall vacant shortly at Headquarters Office, Ranchi . The Welfare Assistant will assist the Welfare Officer / Director General to discharge his functions to attend to various Welfare activities as prescribed in the Annexure, Liaison with the DDO / PAO ,where necessary, to ensure quick payment of dues under group Insurance Scheme , Provident Fund Pension DCRG etc. Rendering assistance to the families of the deceased employee who die in harness to get various application forms filled in by them and for appointment of their dependents where they are eligible and deserving.
2. He will also attend to any other welfare work assigned to him by the Welfare Officer / Director / Director General. The appointment will be by transfer on deputation basis . The eligibility for Welfare Assistant post are as detailed below :
  - i ) Sr. Auditors / Stenographers Gr.II having 5 years regular service in the grade .
  - ii ) Auditors / Stenographers Gr.III with 9 years regular service in the grade as on 01.07.2022 and possesses 3 years experiences in the field offices are eligible for the post . Participation in sports and cultural activities and aptitude for welfare activities will be considered as desirable qualifications .
3. The staff on their appointment as Welfare Assistant will be eligible to draw grade pay plus deputation ( duty ) allowances or the scale of the post in terms Ministry of Personnel Public Grievances & Pension , Deptt . of Personnel & Training O.M. No. 2 /8 /97 – Estt. ( Pay - II ) dated 11.03.1998. Sr. Auditor who have already been upgraded under ACP scheme , selection to the post of Welfare Assistant, his pay will be regulated as per para 3 of C & AG's letter No. 519 - NGE ( APP ) / 21-2000 Vol - II dated 18.05.2001 circulated vide this office letter No. AE / ACP / 99-2000 / 1344 / 521-36 dated 16.06.2001 .
4. The eligible &Willing officials may send their application in the enclosed proforma on or before **14.04.2023**.

  
Director (H&A)

## ANNEXURE

### **1 ) Staff Welfare**

- a ) Giving personal hearing to individual member of staff regarding their difficulties of grievances
- b ) Assistance to staff suddenly taken ill / or those chronically ill . Helping in securing admission in places of treatment .
- c ) Helping , in case of need , in securing admission of children in schools , colleges and other education institutions .
- d ) Assisting in case of need , families of persons on protracted
- e ) Supply of liveries to Class IV .

### **II ) House Keeping**

- a ) Cleanliness of office buildings , premises and bath rooms including adequacy of water supply
- b ) Cleanliness of office canteen and kitchen .
- c ) Cleanliness of staff colony , if any , and security arrangements.
- d ) Neatness of work place , including proper maintenance of furniture , removal of unwanted records , elimination of congestion in sections , adequacy of lighting and ventilation .
- e ) Adequacy of drinking water facilities .
- f ) Timely provision of hot & cold weather arrangements .
- g ) Parking lots for cycle and scooters and ensuring their safety and protection against sun and rain

### **III) Recreational , Cultural and Community Activities**


- a ) Encouragement to players for participation in games etc. Arrangements for matches and tournaments .
- b ) Encouragement to persons possessing talent in music, drama , art , literary rates other cultural activities and participating in the arrangements for various entertainments , dramatic performances , art exhibition , kavi sammelans , Mushairas , Debates and publication of office magazine etc.
- c) Arrangements for get together and picnics
- d) Liasion with Recreation Club, Co-operative stores, Credit Society, House Building Society etc.

सं एई/ कल्याण/2022/ 1067/3088-3105

दिनांक: 29 MAR 2023

प्रति अग्रेषित:

1. All offices of IA & AD (according to Dak list)
2. All Resident Audit Officer
3. All Sr. Audit Officer at Hqrs
4. Secretary to DGA(Steel), Ranchi
5. Dy .Director , CCL , Ranchi
6. Notice Board
7. Office Order Book

  
वरीय लेखापरीक्षा अधिकारी (प्र०)

Bio-data

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1. Name of the applicant:
2. Fathers name:
3. Date of birth:
4. Designation:
5. Permanent Address;
6. Educational qualification;
7. Present pay level and Pay:
8. Date of appointment in Govt. service cadre:
9. Date of promotion on the present cadre:
10. Departmental exam passed:
11. Work experience, if any;
12. Mobile no. and e-mail, ID:

Date:

Signature:

Name: