



**OFFICE OF THE ACCOUNTANT
GENERAL (A&E), PUNJAB & UT,
SECTOR-17 E,
CHANDIGARH - 160017.
No. Admn1/A/23-24/ 49
Date:-09.05.2023**

Circular

Applications are invited from amongst Sr. Accountants only for posting as Caretaking Staff. The selected official will be entitled for extra work allowance which is governed as under

- (d) 'Extra Work Allowance' will be paid at the uniform rate of 2% of the basic pay per month.
- (e) An employee shall receive this allowance for a maximum period of one year and there should be minimum gap of one year before the same employee is deployed for the similar duties again.
- (f) This allowance shall not be combined i.e. if the same employee is performing two or more such duties and is eligible for 2% (two percent) allowance for each add on then the total Extra Work Allowance payable will remain capped at 2% (two percent) of basic pay.

The desirable qualification to the said post is as under:

- (c) Experience in Armed Forces or
- (d) Three years experience as Home Guard/Civil Defence Volunteer and training in atleast 'Basic' and 'Refresher' Courses in Home Guard or Civil Defence.

The applications should reach the Deputy Accountant General (Admn) latest by 22.05.2023 in the given proforma through the branch officer concerned.

Sd/-

Deputy Accountant General (Admn)

No. Admn I/39/Caretaker/23-24/520-23

Dated :09.05.2023

Copy to the following for information and necessary action:-

1. Sr. Accounts Officer (Welfare)
2. All Sections
3. Notice Board
4. Circular File

Sr. Accounts Officer (Admn I)

PROFORMA

- 1.. Name of the candidate :
2. Post held :
3. Date of Birth :
4. Name of Section :
5. Previous experience, if any :

Signature of the Official