



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I) तमिलनाडु  
लेखापरीक्षा भवन, 361, अण्णा सालै, तेनाम्पेट, चेन्नै-600 018.  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) TAMIL NADU  
LEKHA PARIKSHA BHAVAN, 361, ANNA SALAI, TEYNAMPET, CHENNAI - 600 018.



No. Admn. II/Rectt.II/6-51/2023-24/58

Date: 22.08.2023

**परिपत्र /CIRCULAR**

Applications are invited from willing and eligible officials for filling up of **two** ex-cadre post of Welfare Assistant on deputation in Level 8 of the Pay Matrix in the Offices of the Principal Accountant General (Audit-II), Tamil Nadu & Puducherry and Principal Director of Audit (Central), Chennai. The Welfare Assistant will assist the Welfare Officer in the welfare activities of the Office. The duties of Welfare Assistant are indicated in the Annexure.

The official appointed as Welfare Assistant will have an option either to draw pay in the scale attached to the post (level 8 of the pay matrix) or to draw Deputation (Duty) Allowance admissible in accordance with extant rules.

The applicant should be (a) holding analogous post on regular basis in the parent cadre or Department (or) a Senior Auditor with not less than three years of regular service in the cadre (or) an Assistant Supervisor *and* (b) possess three years experience in the field of welfare or community activities, Housekeeping, Sports and Cultural Activities, Personnel Administration including settlement of Personal Claims etc. Officials who have earlier served as Welfare Assistant and sought reversion from the post of Welfare Assistant before the expiry of the tenure will not be considered for appointment to the post of Welfare Assistant. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application i.e. 31.08.2023.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years or the date of retirement whichever is earlier.

Such of those officials who fulfil the above eligibility criteria on the date of issue of this circular and are willing to be considered for the post of Welfare Assistant may furnish their names with full details of service, participation in sports and cultural activities and aptitude for Welfare Activities, etc. to Administration II Section, through proper channel, on or before 31.08.2023.

(vide orders of Principal Accountant General)

  
Deputy Accountant General/Admn.

Copy to:

Notice Boards

Sr. DAG/Admn., Office of the PAG (Audit-II), TN & Puducherry - with a request to circulate among staff members of his office

Director/Admn., Office of the Principal Director of Audit (Central), Chennai - with a request to circulate among staff members of his office

SAO/Admn., O/o PAG (Audit-II), TN & Puducherry

SAO/Admn., O/o PDA (Central), Chennai

Secy. to PAG (Audit-I)

BO/Puducherry

BO/Madurai

RA/Madurai

All RA Units

SAO/AMG-I

SAO/ AMG-II

SAO/ AMG-III

SAO/ AMG-IV

(with a request to arrange to send this circular to all Inspection Parties under their control)

Hindi Section

SAO/EDP- for uploading through intra-mail for all staff.

**ANNEXURE**

**DUTIES ATTACHED TO THE POST OF WELFARE ASSISTANT**

1. To act as Liaison Officer in conducting the Inter-Audit tournaments in various games arranged by the IA&AD and to organize social, cultural and literary activities amongst the employees of the Department.
2. To look into improvements in the actual working conditions and hygiene conditions in the office premises.
3. To act as Manager of the Office Team for outside Sports Tournaments, etc.
4. To assist Welfare Officer/ Senior Deputy Accountant General (Admn) in matters connected with Staff Welfare, Cooperative Stores, Canteen, Benevolent Fund, etc, as may be entrusted to him from time to time.
5. To assist staff members in securing accommodations facilities in Hospitals, Railways, etc.
6. To render assistance to families of Government Servants who die in harness.
7. Any other work connected with the staff welfare entrusted to him from time to time.

  
**Senior Audit Officer/Admn.**