

**प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय, त्रिपुरा, अगरतला**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)**  
**TRIPURA, AGARTALA**

Circular No. 48-Estt (Au)/Welfare Assistant/Apptt./2023

Dated: 15-12-2023

**Sub:- Appointment to the post of Welfare Assistant.**

The post of Welfare Assistant placed in Level 8 of the Pay Matrix (in the scale of PB-2-Rs. 9,300-34,800/- in Grade pay of Rs. 4800/- pre-revised) is proposed to be filled up on deputation basis on usual terms of deputation from eligible staff against an anticipated vacancy.

As per Indian Audit and Accounts Department (Welfare Assistant) Recruitment Rules, 2002 and subsequent relaxation vide Headquarters Circular No. 8-Staff (App-I)/2021 (No. 183-Staff (App-I)/09-2021) dated 09-02-2021, following officers/officials are eligible for applying for the post:-

- “(a) (i) holding analogous posts on regular basis in the parent cadre or department, or  
(ii) officials with combined regular service of 3 years in the grade of Senior Accountants/Senior Auditors and Assistant Supervisors (Accounts)/Assistant Supervisors (Audit)  
(b) possessing three years experience in the field of welfare or community activities, House Keeping, Sports and Cultural Activities, Personal Administration including settlement of personal claims etc.”

The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed (03) years.

The maximum age limit for appointment on deputation shall not exceed 56 years on the closing date of receipt of applications.

The post of Welfare Assistant is an ex-cadre post. The person appointed for the post will be eligible to draw deputation duty allowance in terms of DoP&T OM No. 6/8/2009-Estt (Pay-II) dated 17th June, 2010 as amended from time to time.

Officers and officials meeting the eligibility criteria may submit their applications to the Admn. Wing on or before 22-12-2023 in the enclosed proforma.

The functions of the Welfare Assistant are mentioned in the Annexure enclosed.

*(Authority: PAG's orders dated 12-12-2023)*

**Encl: As stated**

**Sd/-**

**Deputy Accountant General (AMG I & Admn.)**

continued

No. Estt (Au)/Welfare Assistant/Apptt./2023/2174-2180

Dated: 15-12-2023

Copy to:

1. All offices of IAAD as per standard list.
2. Secretary to PAG
3. PA to Sr. DAG (AMG I & Admn.) & DAG (AMG II),

4. SAO (Admn.), O/o the AG (A&E), Tripura, —————→

with the request to bring the contents of the circular to the notice of the staff of A&E office

5. All SAOs/Local —————
- with the request to bring the contents of the circular to the notice of the staff working under them.

6. Hindi Cell

  
15/12/23  
Sr. Audit Officer (Admn.)

## ANNEXURE

**The Welfare Assistant is to assist the Welfare Officer (DAG/Sr. DAG) in the discharge of the following duties/ functions: -**

1. Assistance to Staff suddenly fallen ill or those chronically ill. Helping in securing admission in the place of treatment.
2. Helping in case of need in securing admission of children in school, colleges and other educational institutions.
3. To arrange washing of towels, curtains, table clothes, sofa-covers and issue of soap and cloth.
4. Cleanliness of office building, premises and bathrooms including adequacy of water supply.
5. Neatness of working place including proper maintenance of furniture, removal of outward records, elimination of congestion in section, adequacy of lighting and ventilation.
6. Adequacy of drinking water facilities.
7. Parking plots for cycles and scooters and ensuring their safety and protection against sun and rain.
8. Encouragement to players for participation in games and sports, arrangement of matches and tournaments.
9. Arrangement for get-togethers and picnics.
10. Liaison with recreation club, co-operative credit societies, House building societies etc.
11. Benevolent Fund, special C.L, Lighting arrangement of office, firefighting equipment, security arrangements, declaration of holidays, casualties.
12. Administrative works relating to MTS and Casual laborers.
13. Cleanliness and proper maintenance of the Quarter Complex, community hall and the Guest House.
14. Assisting/ helping Sr. DAG/ DAG, Sr. AO/ AO (Admn.).

  
Sr. Audit Officer/ Admn.

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**PROFORMA FOR APPLYING FOR DEPUTATION TO THE POST OF WELFARE ASSISTANT**

1.	Name	
2.	Designation	
3.	Pay Level	
4.	Date of birth	
5.	Date of entry in service	
6.	Date of appointment in the current post	
7.	Experience in welfare activities	[Separate sheet may be attached]
8.	Participation in sports and cultural activities	[Separate sheet may be attached]

Signature