

OFFICE OF THE
PR. ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL
3RD MSO Building, CGO Complex, 5th Floor, DF Block
Sector-I, Salt Lake, Kolkata- 700064
Phone: (033) 2337-4916; FAX: (33) 2334-7854
Email: agauwestbengal2@cag.gov.in

O.O.No. Admn.I/13-20/ Vol- IV/285

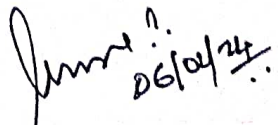
Date: 06.02.2024

Circular

Pls find enclosed the copy of the following circular regarding the Engagement of Consultant on short term contract basis:

| Sl. No. | Details of letter | Content of letter |
|---------|--|---|
| 01 | Circular letter no. PAG(Audit-I)/Admn./Retired Personnel/122 dated 30.01.2024 issued by O/o the Pr. Accountant General (Audit-I), West Bengal. | Engagement of retired Sr. Audit Officers to work as consultant on short term contract basis against vacancy in the cadre of Sr. Audit Officer in O/o the Pr. Accountant General (Audit-I), West Bengal. Further it is stated that the retired SAOs experienced in Legal matters and administrative functions will be given utmost preference. Retired officers may submit their application alongwith Bio-Data, must reach the Sr.DAG (Admn.) O/o the Pr. AG (Audit-I) West Bengal, either by post or through email at agauwestbengal1@cag.gov.in latest by 07.02.2024. |
| 02 | Circular letter no. सं/क्षेप्रसं मुंबई/अल्पकालिक अनुबंध/2023-24/1463 दिनांक 22.01.2024 issued by Regional Training Institute, Mumbai. | Engagement of retired Asstt. Supervisor/Sr. Auditor/Sr. Accountant, Auditor/Accountant Level (5/6/7) of IA & AD to work as consultant on short term contract basis against two vacancies (02) for the post of Asstt. Supervisor/Sr. Auditor/Sr. Accountant, Auditor/Accountant (Admn) in O/o the Regional Training Institute, Mumbai. Candidates may submit their application for the said post alongwith Bio-Data in prescribed format and attested copies of APAR for the last five years duly attested on each page and applications must reach to their office on or before 19.02.2024. Further, it is stated that the required documents may be scanned and sent by email to avoid postal delay. |

Encl: As stated above


Sr. Audit Officer/Admn.I

Copy to

1. Sr. Audit Officer/EDP-SC (AMG-I) for disseminating at official website
2. Secretary to the Accountant General (Audit-II), W.B
3. Notice Board



सत्यमेव जयते

PHONE: 2213-3151/3152/3163
FAX: (033) 2213 3174

भारतीय लेखा तथा लेखा परीक्षा विभाग
कार्यालय - प्रधान महालेखाकार (लेखापरीक्षा - I), पश्चिम बंगाल,
ट्रेजरी बिल्डिंग्स, 2 - गवर्नमेंट प्लेस (पश्चिम), कोलकाता - 700001..

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),
WEST BENGAL
TREASURY BUILDINGS, 2, GOVT, PLACE. (WEST), KOLKATA - 700 001

No.PAG (Audit-I)/Admn./Retired Personnel/122

Date: 30.01.2024

NOTIFICATION

Applications are invited from eligible retired Senior Audit Officers for hiring on short term contract basis as Consultant in Office of the Principal Accountant General (Audit-I), West Bengal, against vacancy, in accordance with terms and conditions prescribed by Headquarters' Office Circular No. 30 issued under letter No. 1346-Staff (App.)-I/22-2016 dated 26.09.2023 as amended from time to time.

The following broad terms and conditions will be applicable to the contractual Officers:-

1. Eligibility:

- Age should not be beyond 65 year as on 01.02.2024
- Only retired Sr. AOs shall be eligible for hiring against vacancy.
- Retired Sr. AOs experienced in Legal matters and Administrative functions will be given utmost preference.

2. Tenure and age limit:

The retired officer will be hired on short term contract basis initially for a period of (01) one year. The maximum number of terms shall be restricted to (05) five.

3. Remuneration and Allowances:

(i) Remuneration and allowances payable to retired officer will be governed by OM No.3-25/2020-E.IIIA dated 09.12.2020 issued by the Department of Expenditure, Ministry of Finance, Government of India, New Delhi, which is as under:

(a) The retired officer shall be paid a fixed monthly amount, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount so fixed shall remain unchanged for the term of the contract.

(b) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement.

(c) No annual increment/percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.

(d) No added remuneration will be admissible in cases where the retired officer receives gratuity on Saturday/Sunday/ Holiday in addition to normal working days

4. Leave:

(i) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service to the retired officer hired on short term contract basis. Accumulation of leave beyond 15 days in a calendar year may not be allowed. However, absence during curfew, bandh, strike, lockdown should be dealt with in a similar way as in the case of serving officer as these are events beyond the control of any individual.

(ii) If retired officer hired on short term contract basis remains absent, beyond paid leave in a month for reasons other than those indicated above, his/her remuneration shall be deducted on pro-rata basis as under:

Fixed monthly remuneration X No. of days of absence on working days

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5. Statutory deductions levied by the Union/State Government shall be made as per rules.

6. Retired officer hired on a short-term contract basis shall be responsible for performing the duties against which he/she has been hired, as well as any other duties or responsibilities assigned by Head of Department (HOD).

7. The appointment will be purely on temporary basis and is subject to termination at any time.

8. Retired officer hired on short-term contract basis is not authorized to either write or review the APARs of the regular staff.

9. All rules and orders in existence or to be issued from time to time regarding attendance, duties and official discipline etc, shall automatically be applicable to the contractual officer.

10. The retired officer selected to be hired on short term contract basis shall sign an agreement of confidentiality containing a clause on Ethics and integrity.

11. The office reserves the right to cancel the notification or extend the due date or issue a fresh notification.

Retired Senior Audit Officers of the IA&AD, fulfilling the eligibility criteria and willing for the above assignment may send their Bio-data. Applications duly filled (Format Attached) in all respects must reach the undersigned either by post or through email at agauwestbengal1@cag.gov.in latest by 07.02.2024.

//Authority: Pr.AG's Order dated 29.01.2024
kept in the file No.Admn.I/Retired Personnel//

R. Sanyal
31.01.24.
Sr. Deputy Accountant General (Admn.)

Encl: Application form

Copy to:

1. Notice Board
2. EDP Section (for uploading the Notification on the official website)
3. All Heads of Department in IA&AD as per mailing list (except overseas offices)

APPLICATION FORM

AFFIX
RECENT
PASSPORT
SIZE
PHOTO

| Sl. No. | Particulars | |
|---------|--|--|
| 1 | Name of the Retired Officer, Residential address for communication, email id Mobile Phone No. . | |
| 2 | Date of Birth | |
| 3 | Qualification a) Educational b) Professional | |
| 4 | Date of entry into Government Service | |
| 5 | Name of the Office from which retired | |
| 6 | Length of Service | |
| 7 | Date of Retirement | |
| 8 | Post held at the time of Retirement | |
| 9 | In case of Voluntary retirement, ground on which retired | |
| 10 | Experience | |
| 11 | Additional information, if any, on Professional Experience training, work relevant to the post | |

Attach separate sheet along with copies of APARs for last 5 years and Copy of PPO (Both Self Attested)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date

SIGNATURE OF APPLICANT

भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
क्षेत्रीय प्रशिक्षण संस्थान
REGIONAL TRAINING INSTITUTE
मुंबई 400051
MUMBAI 400051

सं/क्षेप्रसं मुंबई /अल्पकालिक अनुबंध/2023-24/1463
दिनांक : 22.01.2024

परिपत्र - 8 / CIRCULAR-8

सेवा में
मेलिंग सूची के अनुसार IA & AD के सभी कार्यालय
CAG-ALL-OFFICES@ismgr.nic.in

विषय : क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में अल्पकालिक अनुबंध के आधार पर नियुक्ति
Sub : Engagement on the basis of short-term contract at Regional Capacity Building and Knowledge Institute (RCB&KI), Mumbai

महोदय/महोदया,
Sir/Madam,

क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई में निम्नवर्णित पद के लिए अल्पकालिक अनुबंध के आधार पर भारतीय लेखा व लेखापरीक्षा विभाग के कार्यालयों से सेवानिवृत्त सहायक पर्यवेक्षक/ वरिष्ठ लेखापरीक्षक / वरिष्ठ लेखाकार, लेखापरीक्षक /लेखाकार (स्तर 5/6/7) से आवेदन आमंत्रित किया जाता है:

| क्रम सं | पदनाम और वेतन स्तर | संख्या व स्थिति | रेपोर्टिंग अधिकारी | काम की आवश्यकता |
|---------|---|-----------------|--|--|
| 1 | सहायक पर्यवेक्षक/ वरिष्ठ लेखा परीक्षक / वरिष्ठ लेखाकार, लेखा परीक्षक /लेखाकार (प्रशासन) | 02 | सहायक लेखापरीक्षा अधिकारी / वरिष्ठ लेखापरीक्षा अधिकारी | निम्नलिखित प्रशासनिक कार्यों में SAO /AAO (Admn) की सहायता करना: 1. स्थापना से संबंधित काम जिनमें पीएफएमएस और आईईबीएमएस, कैश मैनेजमेंट इत्यादि शामिल हैं। 2. प्रशासन से संबंधित काम जैसे टिप्पण और मसौदा लेखन, फ़ाइल रखरखाव, मुख्यालय तथा अन्य कार्यालयों से पत्राचार इत्यादि शामिल हैं। 3. GeM/ GISO के माध्यम से तय प्रक्रिया के अनुसार समय पर टेंडरिंग, कॉन्ट्रैक्ट और स्टोर्स मैनेजमेंट सोर्सिंग में सहायता करना। 4. भवन और छात्रावास का रख रखाव एवं निगरानी रखना और रिपोर्ट करना। |

सामान्य रूप से नियुक्ति के नियम और शर्तों, मुख्यालय के परिपत्र संख्या 30 क्र. 1346-Staff (App.)-I/22-2016 दिनांक 26.09.2023के अनुसार होगी।

क्षेत्रीय प्रशिक्षण संस्थान, मुंबई द्वारा जारी इस अधिसूचना को, क्षेत्र कार्यालय सूचना पट्टों पर प्रदर्शित करेंगे। उक्त पद के लिए इच्छुक अभ्यर्थी उनके आवेदन बायो-डाटा (संलग्न प्रोफ़ार्मा में), प्रत्येक पृष्ठ पर विधिवत सत्यापन किया गया 5 साल के एपीएआर की प्रमाणित प्रतियों के साथ 19 अगस्त 2023 या उससे पहले इस कार्यालय को भेज सकते हैं। डाक की देरी से बचने के लिए दस्तावेजों को स्कैन कर ईमेल द्वारा भेजे जा सकते हैं।

भावी उम्मीदवार आवेदन करने से पहले कृपया सेवा शर्तों एवं कार्य आवश्यकताओं को ध्यान से देखें। यह ध्यान दिया जाए कि एक बार क्ष. क्ष. नि. एवं ज्ञा. सं. मुंबई में आवेदन भेजे जाने के पश्चात इसे वापिस नहीं लिया जा सकता है।

Regional Training Institute, Mumbai invites applications from retired Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant Level (5/6/7) of the IA&AD for the post of Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant (Admn) on short term contract basis as detailed below: -

| Sl. No. | Designation | No. of Posts | Reporting Officer | Job Description |
|---------|--|--------------|-------------------|--|
| 1 | Asstt. Supervisor/ Sr Auditor/ Sr Accountant, Auditor/ Accountant (Admn) | 02 | AAO / SAO | To assist SAO/AAO (Admn) in the following administrative functions. Administration and Establishment in RTI, Mumbai, including: 1. Establishment functions, including operating PFMS and iBEMS, Cash Management etc. 2. Administration functions, including Noting-drafting, communication with Hqs and other offices etc. 3. Assisting in tendering as per due procedure, sourcing through GeM/ GISO, contract and stores management 4. Taking account of assets and building (including hostel) and reporting regarding the same |

The terms and conditions of the appointment in general would be regulated as per CAG Circular No. 30 No. 1346-Staff (App.)-I/22-2016 दिनांक 26.09.2023.

Field offices shall display the notifications issued by RTI on the notice boards. Candidates may apply for the above post to this office on or before **19 February 2024** alongwith Bio-Data (Annexure enclosed) and attested copies of APAR for the last 5 years duly attested on each page. The required documents may be scanned and sent by email to avoid postal delay.

Prospective candidates may please go through the service conditions and work requirements carefully before they apply. It may please be noted that once an application is sent to RCB&KI, Mumbai, it may not be withdrawn.

यह महानिदेशक, क्षेत्रीय प्रशिक्षण संस्थान, मुंबई के अनुमोदन से जारी होता है।

This issues with the approval of Director General, Regional Training Institute, Mumbai.

भवदीय

व. लेखापरीक्षा अधिकारी/प्रशासन

संलग्न: बायोडाटा फॉर्म

BIO DATA (ANNEXURE)

| | | |
|----|---|--|
| 1 | Name in full (S/Shri/Ms) | |
| 2 | Post Held till superannuation/ retirement | |
| 3 | Permanent Address | |
| 4 | Present Address | |
| 5 | Date of Birth | |
| 6 | Qualification (i) Educational (ii) Professional | |
| 7 | Office to which the applicant belongs (i) Parent office (ii) Last Office | |
| 8 | Whether belongs to SC/ST/Neither | |
| 9 | Date of entry into Government Service | |
| 10 | Date of entry in IA&AD | |
| 11 | Proficiency in Computers, full details may be given | |
| 12 | Last pay and Pay level | |
| 13 | Contact Number and official email Id | |
| 14 | Any other information | |

I certify that above particulars given by me are true and correct to the best of my knowledge. I have read the job description, terms & conditions etc. carefully, related to the above post, and am willing to be considered for the same. Copy of last five years' APAR from the date of my retirement, have also been enclosed.

I also undertake that I will not withdraw my candidature after my selection in the above post as consultant.

Date

Place

Signature of the applicant