

**OFFICE OF THE
PR. ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**
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Sector-I, Salt Lake, Kolkata- 700064

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O.O.No. Admn.I/13-20/ Vol- V/290

Dated: 15.02.2024

Circular

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

Sl. No.	Details of the letters	Content of the letter
01	Circular letter no. Estt-1/STC/2023-2024/2242 dated 06.02.2024 issued by O/o the Pr. Accountant General (A&E), Meghalaya, Shillong.	Engagement of retired Sr. Accounts Officer/Accounts Officer/Asstt. Accounts Officer to work as consultant on short term contract basis against two (02) vacancies in cadre of Asstt. Accounts Officer in O/o the Pr. Accountant General (A&E), Meghalaya Shillong. Retired SAO/AAO may submit their application addressed to the Pr. Accountant General (A&E), Meghalaya, Shillong on or before 16.02.2024 .
02	Circular letter no. Admn. (Audit-II)/1-49/Eng. Ret. Per. 2023-24/1280 dated 05.02.2024 issued by the O/o the Accountant General (Audit-II), Odisha, Bhubaneswar	Engagement of retired Sr. Audit Officers to work as Sr. Audit Officer on short term contract basis against one (01) vacant post in the cadre of Sr. Audit Officer in O/o the Accountant General (Audit-II), Odisha, Bhubaneswar. Interested retired Officer of the IA & AD may submit their application alongwith bio-data, must reach their office either by post or through email at agaurissa2@cag.gov.in latest by 01.03.2024

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 Pr. Accountant General (Audit-II), W.B
3. Notice Board

Admn. D/Tr/12/2
Date: 12.02.2024



कार्यालय प्रधान महालेखाकार (ले. व. ह.), मेघालय, शिलांग - 793 001
OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E),
MEGHALAYA, SHILLONG-793001

फैक्स सं./ FaxNo.:0364-222310 ई-मेल/e-mail: agacmeghalaya@cag.gov.in

Estt-I/STC/2023-2024/2242

दिनांक/Dated: 06.02.2024

परिपत्र/CIRCULAR

अल्पकालिक अनुबंध के आधार पर प्रधान महालेखाकार (लेखा और हकदारी) मेघालय, शिलांग के कार्यालय में सहायक लेखा अधिकारी के संवर्ग में काम करने हेतु इच्छुक सेवानिवृत्त वरिष्ठ लेखा अधिकारियों/ सहायक लेखा अधिकारियों से आवेदन आमंत्रित किए जाते हैं। सहायक लेखा अधिकारी के संवर्ग में अल्पकालिक अनुबंध के आधार पर नियुक्त करने के लिए 02 (दो) रिक्तियां उपलब्ध हैं।

Applications are invited from retired Sr. Accounts Officers/Asstt. Accounts Officers to be engaged on short-term contract basis to the cadre of Assistant Accounts Officer in the Office of the Pr. Accountant General (A&E), Meghalaya, Shillong. The vacancies available for being engaged on short-term contract basis to the cadre of Assistant Accounts officer is 02 (two).

चयनित व्यक्ति को प्रारम्भ में एक वर्ष तक की अवधि के लिए अल्पकालिक अनुबंध के आधार पर नियुक्त किया जाएगा। ऐसी शर्तों की अधिकतम संख्या 05 (पांच) तक सीमित है। अनुबंध की निरंतरता/ विस्तार संविदा सेवा पर लिए गए अधिकारी के कार्य निष्पादन पर निर्भर है। यदि कार्यालय में सेवा की आवश्यकता समाप्त हो जाती है या सलाहकार की आयु 65 वर्ष प्राप्त होने पर, जो भी पहले हो, तो अनुबंध समाप्त किया जा सकता है।

Selected person will be engaged on short term contract basis initially for a period up to one year. The maximum number of such terms is restricted to 05 (five). Continuation/extension of contract is subject to performance of the hired officer. The contract is liable to be terminated if the requirement of service in the Office ceases to exist or when the consultant attains an age of 65 years, whichever is earlier.

Rohit Ph.
06/02/24

पात्रता मापदंड:-

Eligibility criteria:-

भारतीय लेखापरीक्षा और लेखा विभाग में सेवानिवृत्त वरिष्ठ लेखा अधिकारी/ लेखा अधिकारी/ सहायक लेखा अधिकारी के पद पर सेवा में रखने के लिए पात्र हैं।

Retired Sr. Accounts Officer/Accounts Officer/Asstt. Accounts Officer in IA&AD are eligible to be hired to the post of Asstt. Accounts Officer.

निम्नलिखित नियम और शर्तें संविदात्मक अधिकारियों पर लागू होती हैं।

The following terms and conditions are applicable to the contractual officers.

1. 01.02.2024 को आयु 65 वर्ष से अधिक नहीं होनी चाहिए।
Age should not be beyond 65 years as on 01.02.2024.
2. एक निश्चित मासिक पारिश्रमिक स्वीकार्य होगा, सेवानिवृत्ति के समय आहरित वेतन से मूल पेंशन की कटौती करके निकाला जाएगा। इस प्रकार निर्धारित पारिश्रमिक की राशि अनुबंध की अवधि के लिए अपरिवर्तित रहेगी। अनुबंध अवधि के दौरान कोई वार्षिक वृद्धि/ प्रतिशत वृद्धि, महंगाई भत्ता और मकान किराया भत्ता की अनुमति नहीं है। इसके अतिरिक्त, निवास और कार्य स्थल के बीच आवागमन के उद्देश्य से परिवहन भत्ते के रूप में एक उपयुक्त और निर्धारित राशि को सेवानिवृत्ति के समय नियुक्त व्यक्ति पर लागू दर से अधिक की अनुमति नहीं दी जाएगी।

A fixed monthly remuneration shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. No annual increment/percentage increase, Dearness Allowance and House Rent Allowance is allowed for the contract period. Further, 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.

3. अल्पकालिक अनुबंध के आधार पर संविदा सेवा पर लिए गए सेवानिवृत्त अधिकारी/ कर्मचारी को सेवा के प्रत्येक पूर्ण महीने के लिए 1.5 दिनों की दर से अनुपस्थिति की सशुल्क छुट्टी की अनुमति है। एक कैलेंडर वर्ष से अधिक की छुट्टी संचय करने की अनुमति नहीं है। तथापि कर्फ्यू, बंध, हड़ताल, लॉकडाउन के दौरान अनुपस्थिति को सेवारत अधिकारियों/ कर्मचारियों के सदृश व्यवहृत किया जाएगा।

Paid leave of absence is allowed at the rate of 1.5 days for each completed months of service to the retired officer/official hired on short term contract basis. Accumulation of leave beyond a calendar year is not allowed. However, absence

during curfew, bandh, strike, lockdown will be dealt with in a similar way as in the case of serving officers/officials.

3. उपर्युक्त कारणों के अतिरिक्त, यदि अल्पकालिक अनुबंध के आधार पर संविदा सेवा पर लिए गए सेवानिवृत्त अधिकारी/ कर्मचारी एक महीने में भुगतान की गई छुट्टी से अधिक अनुपस्थित रहता है, तो उसके पारिश्रमिक को यथानुपात के आधार पर काटौटी की जाएगी: (निर्धारित मासिक पारिश्रमिक x कार्य दिवसों पर अनुपस्थिति के दिनों की संख्या)/22

If retired officer/official 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: (Fixed monthly remuneration x number of days of absence on working days)/22.

5. अल्पकालिक अनुबंध के आधार पर संविदा सेवा पर लिए गए सेवानिवृत्त अधिकारी उस पद से संबंधित कर्तव्यों का पालन करने के लिए उत्तरदायी होंगे, जिसके लिए उन्हें कार्य पर रखा गया है, अर्थात् वे विभागाध्यक्ष द्वारा उन्हें आवंटित अनुभागों के समग्र कार्य के साथ-साथ विभागाध्यक्षों द्वारा सौंपे गए किसी भी अन्य कर्तव्यों या उत्तरदायित्व के लिए उत्तरदायी होंगे, जब तक कि इस परिपत्र में अन्यथा निर्दिष्ट न हो।

Retired Officers hired on a short term contract basis shall be responsible for performing the duties related to the post against which they are hired. i.e. they will be responsible for overall work of the sections which are allotted to them by HoD. as well as any other duties or responsibilities assigned by Heads of Departments (HoDs), unless otherwise specified in this circular .

6. संविदा सेवा पर लिए गए अधिकारी पी.पी.ओ., सामान्य भविष्य निधि विवरण, मासिक खातों और भारतीय लेखापरीक्षा एवं लेखा विभाग के बाहर किए गए पत्राचार आदि पर हस्ताक्षर नहीं करेंगे।

The hired officials will not sign the PPOs, GPF statements, monthly accounts and correspondences made outside IA&AD, etc.

7. अनुबंध की अवधि किसी भी समय प्रधान महालेखाकार (लेखा और हकदारी) मेघालय, शिलांग के विवेक पर समाप्त की जा सकती है।

The period of contract may be terminated at any time at the discretion of the Pr. Accountant General, (A&E), Meghalaya, Shillong.

8. अल्पकालिक अनुबंध के आधार पर संविदा सेवा पर लिए गए सेवानिवृत्त अधिकारी गोपनीयता के समझौते पर हस्ताक्षर करेंगे, जिसमें नैतिकता और अखंडता का एक उपखंड होगा।

The retired official hired on short term contract basis shall sign an agreement of confidentiality containing a clause of Ethics and Integrity.

उपयुक्त नियमों और शर्तों के अनुसार काम करने के इच्छुक व पात्रता मापदंडों को पूरा करने वाले सेवानिवृत्त वरिष्ठ लेखा अधिकारी/ सहायक लेखा अधिकारी, प्रधान महालेखाकार (लेखा एवं हकदारी) मेघालय, शिलांग को संबोधित करते हुए अपना आवेदन दिनांक 16/02/2024 को या उससे पहले प्रस्तुत कर सकते हैं।

Retired SAO/AAO fulfilling the eligibility criteria and willing to be engaged as per the terms and conditions above may submit their application addressed to the Pr. Accountant General, (A&E), Meghalaya, Shillong on or before 16/02/2024.

यह प्रधान महालेखाकार (लेखा एवं हकदारी) मेघालय, शिलांग के अनुमोदन से जारी है।
This issues with the approval of the Pr. Accountant General (A&E), Meghalaya, Shillong.

वरिष्ठ उप महालेखाकार (प्रशासन)
Sr. Dy. Accountant General (Admn.)

प्रति/To,

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी विभागाध्यक्ष/
All Heads of Departments in IA&AD
2. वरि.लेखाधिकारी/अभिलेख- I /Sr.AO/Record-I
3. स.ले.अ./ई.डी.पी. प्रकोष्ठ: इस पत्र को वेबसाइट में अपलोड करने के अनुरोध सहित/
The AAO/EDP Cell : with a request to upload it the office website.
4. सूचना पट्ट/Notice Boards.

Date: 12.02.2024

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II)
ODISHA::BHUBANESWAR

CIRCULAR

Applications in the prescribed proforma (enclosed) are invited from retired Senior Audit Officers to work as Senior Audit Officer on "short term contract basis" against one (01) available vacant post in the cadre of Sr. Audit Officer in Office of the Accountant General (Audit-II), Odisha, Bhubaneswar in accordance with terms and conditions prescribed in Headquarters' Office Circular No. 27/ 2021 circulated vide No. 967- Staff (App)-I/ 22-2016 dated 03.08.2021. The following eligibility criteria, terms and conditions will be applicable to the contractual personnel:-

1. Applicants should have retired from Govt. Service as of 01.03.2024.
2. Age should not be beyond 65 years as on 01.03.2024.
3. Retired person would be initially appointed for a period of 12 months, extendable up to a maximum five terms of 12 months each which is subject to performance and requirement of service.
4. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increase during the contract period. Further, an appropriate and fixed amount as Transport Allowance for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.
5. No Annual Increment/ percentage increase, Dearness Allowance and House Rent Allowance shall be allowed during the contract.
6. Paid leave of absence will 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 a calendar year will not be allowed. However, absence during Curfew, Bandh, Strike, Lock Down shall be dealt with in similar manner as in case of serving officials.

Shubh ps.
12/2/2024

7. If retired officer hired on short term contract basis remains absent, beyond paid leave in a month for reasons other than those indicated above, their remuneration shall be deducted on pro-rata basis as under:

Fixed Monthly Remuneration X No. of days of absence on working days
22

8. Retired officers shall, as far as possible, not be deputed on field audit duties/ inspection. In case of exigencies, if the situation demands, they may be deputed on field audit duties and TA/ DA shall be paid as per their entitlement at the time of retirement. Even in such cases, they shall not issue any audit/ inspection memo which will be issued by a regular officer only.
9. Statutory deduction levied by the Union/ Government shall be made as per rules.
10. The appointment will be purely on temporary basis, subject to termination at any time.
11. Any other condition as applicable in terms of Headquarters Office Circular No. 27/ 2021 circulated vide No. 967- Staff (App)-I/ 22- 20216 dated 03.08.2021.

Interested retired Officer of the IA&AD, fulfilling the eligibility criteria and willing for above assignment may submit their bio-data and application duly filled in all respects to the undersigned either by post or through e-mail at agaurissa2@cag.gov.in latest by 01.03.2024.

Sd/-
Sr. Audit Officer/ Admn.

Memo No. Admn. (AU-II)/ 1-49/ Eng. Ret. Per. 2023-24/ 1280 Date: 05 February 2024

Copy forwarded to:

1. All Offices of IA&AD as per mailing list (cag-all-offices@ismgr.nic.in)
2. Sr. AO/ ECPA for uploading on Official Website
3. Guard File/ Spare Copy
4. Notice Board


Sr. Audit Officer/ Admn.

HIRING OF RETIRED OFFICIALS ON SHORT TERM CONTRACT BASIS IN THE
OFFICE OF THE ACCOUNTANT GENERAL AUDIT (II), ODISHA, BHUBANESWAR

APPLICATION FORM

AFFIX RECENT
PASSPORT SIZE
PHOTO

1	Name of the Retired official	
2	Date of Birth	
3	Date of entry in the Government service	
4	Date of retirement	
5	Name of the Office from which retired	
6	Post held at the time of retirement	
7	Last pay drawn at the time of retirement	
8	Length of service	
9	In case of Voluntary retirement, grounds on which retired	
10	Qualification	
	a) Educational	
	b) Professional	
11	Experience	Attach separate sheet along with copies of APAR for 5 years
12	Additional information, if any, on Professional Experience Training, Work experience relevant to the post	
13	Mobile Number & Email ID	
14	Residential Address for communication	

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

Date

(Signature of applicant)