

**Standard Operating Procedure (SOP) approved by Comptroller & Auditor General of India as conveyed by Hqrs. office vide letter No. 1118/25-LC/2020 dated 31-07-2024 regarding retired officers/officials who are being summoned by various courts in connection with their appearance in courts pertaining to their period in official capacity.**

Clause 1. Whenever a retired employee receives any Notice/Summons regarding cases arose out of/in connected to the work done by him/her in official duty/official position while serving IA&AD, he should intimate to Legal wing of CAG of India for legal and logistical support.

Clause 2. Retired official appearing before the court will be provided legal and logistics support by the concerned field offices of Indian Audit and Account Department (IA&AD) in whose jurisdiction concerned court situated through empanelled Counsel.

Clause 3. The expenditure incurred by the retired official in respect of Travelling and stay etc. will be reimbursed as per his/her last drawn pay & entitlement as prescribed in Rule 6 of Section XVI of Fundamental Rules and Supplementary Rules (FRSR) Part-III T.A. Rules.

Dy. Accountant General(Admn)

**Proforma**

**Intimation to Legal Wing of CAG Office for legal assistance**

I .....(Name of the retired employee) have superannuated from the post of ..... From the Office of .....(Name of the office). The court of ..... (Name and address of the court) has issued a notice/summons to me (Copy enclosed) in the case No. ....(Details of the case. I have been asked to appear before the court on the date ...../...../..... To depose as a prosecution witness/witness/..... (Details of the court orders, if any).

I may be provided with legal assistance as per SOP issued in this regard.

Date: ...../...../.....

Signature:-

Name:-

Designation at the time of

Superannuation:-

Present Address:-

Mobile Number:-

Email id:-