

**OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL  
3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF Block,  
Sector- I, Salt Lake, Kolkata – 700 064  
E-mail: [agauwestbengal2@cag.gov.in](mailto:agauwestbengal2@cag.gov.in)**

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2025-26/271

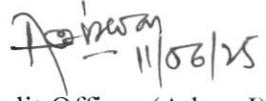
Dated: 11.06.2025

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. Admn-I/1003012/2025 dated 09.06.2025 received from O/o the PAG (Audit), Punjab, Chandigarh regarding filling up the post Legal Assistant in O/o the PAG (Audit), Punjab, Chandigarh on deputation basis.	13.06.2025

Branch officers concerned are requested to bring the contents of the above letter to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.

  
Sr. Audit Officer (Admn.I)

Copy to:

1. DAG /AMG-I (Admn. & AS)
2. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

  
Asstt. Audit Officer (Admn.I)



भारतीय लेखापरीक्षा एवं लेखा विभाग  
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब  
Indian Audit & Accounts Department  
Office of the Principal Accountant General (Audit), Punjab  
Plot No. 21, Sector 17-E, Chandigarh – 160 017

स.: Admn-I/1/1003012/2025

दिनांक: 09-06-2025

**कार्यालय आदेश/ OFFICE ORDER**

विषय: कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब, चंडीगढ़ में विधि सहायक के पद पर प्रतिनियुक्ति के आधार पर नियुक्ति के संबंध में।

**Sub: Appointment to the post of Legal Assistant in the O/o Pr. Accountant General (Audit), Punjab, Chandigarh.**

इस कार्यालय में प्रतिनियुक्ति के आधार पर विधि सहायक के पद को भरने के लिए भारतीय लेखापरीक्षा एवं लेखा विभाग में कार्यरत पात्र एवं इच्छुक अधिकारियों/कर्मचारियों से आवेदन आमंत्रित किए जाते हैं। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होनी चाहिए।

Applications are invited for filling up the post of Legal Assistant in this office from the eligible and willing officers/officials working in Indian Audit and Accounts Department on a deputation basis. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt or applications.

2. Criteria and Eligibility are as under: -

Name of the post	Feeder Cadre	Criteria	Eligibility
Legal Assistant	AAO/Supervisor	AAO/Supervisor who can manage to handle legal cases.	Work experience of 03 years in legal section. Law degree is preferable qualification.
	Auditor Sr. Auditor/Asstt. Supervisor	Auditor/Sr. Auditor/Asst. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

3. प्रतिनियुक्ति कि अवधि प्रारम्भ में एक वर्ष के लिए होगी जिसे कार्य निष्पादन एवं सेवा आवश्यकताओं के अनुसार बढ़ाया जा सकता है। प्रतिनियुक्ति भत्ता प्रधान करने के संबंध में विधमान अनुदेशों के अनुसार

Shri. J. Parwal,  
Pr. Au  
10/6/25

चयानेत आधेकारी/कर्मचारी को प्रातौनेयुक्त भत्ता स्वोकाय हागा.

The duration of the deputation will initially be for one year, which may be extended based on job performance and service requirements. The selected officer/official will also be eligible for a deputation allowance as per the existing instructions related to the payment of deputation allowance.

4. इच्छुक और पात्र अधिकारीयो/कर्मचारियो के आवेदन (संलग्न प्रपत्र में) जिनके विरुद्ध सतर्कता एवं अनुशासनात्मक दृष्टिकोण से कोई आपत्ति नहीं है और जिन्हें चयन के तुरंत बाद मुक्त किया जा सकता है, उनके विभागाध्यक्ष के अनुमोदन से, पिछले पांच वर्षों के ए.पी.ए.आर की प्रमाणित प्रतियो के साथ, दिनांक 20.06.2025 तक अग्रेषित किए जा सकते हैं।

Applications of willing and eligible officers/officials (in the proforma enclosed) who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, duly approved by the Head of Department, along with attested copies of APAR for the last five years upto 20.06.2025.

This issues with the approval of Principal Accountant General.

Enclosed: - Bio-data form & Job Description.

PUSHPENDRA GEHLOT  
उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सुचना एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है :

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालय |
2. प्रधान महालेखाकार के सचिव |
3. निजी सचिव, उप महालेखाकार (प्रशासन) |
4. IT Audit अनुभाग को कार्यालय की वेबसाइट पर अपलोड करने हेतु |
5. सभी अनुभाग/विंग |
6. कार्यालय आदेश फाइल |

PUSHPENDRA GEHLOT  
उप महालेखाकार (प्रशासन)

### **Job Description**

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empanelled counsel, fee paid to counsellors and their performance and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing regarding the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely
8. Assist the Sr. AOs/ Group Officers in timely conduct of periodical review of empanelled advocates.

BIO DATA FOR THE POST OF LEGAL ASSISTANT	
Name	
Designation	
Date of Birth	
Qualification	
Name of the office	
Category	
Date of entry into Government Service	
Date of entry in IA&AD	
Date of promotion to the post	
Whether probation period completed or not No. of years completed in the grade	
Mobile No. & official E-mail ID	
Present Pay Level & Pay	
Work Experience and period of handling legal cases in legal section	
Proficiency in Computer	
Any other experience	

Signature of the Candidate