

**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)/2025-26/387

Dated: 07.07.2025

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. RTIMUM/44/2023-ADMIN/323 dated 03.07.2025 received from RCB&KI, Mumbai regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn-I/6-2/Deptn/XXVI(Part.2)/2025-26/224 dated 30.05.2025.	17.07.2025
2.	Letter No. RCB&KI/J/A/Dep/2025-26/150 dated 03.07.2025 received from RCB&KI, Jammu regarding filling up of the post of Sr. Administrative Officer (Core Faculty – General A&E) in RCB&KI, Jammu on deputation basis.	21.07.2025
	Email dated 03.07.2025 received from Headquarters' Office regarding extension for last date for various posts in HQ office as 10.07.2025. (Previous order dated 18.06.25 was circulated in this office vide n.s. dated 20.06.25.)	Willing candidates may apply for the deputation through online link within the stipulated date with intimation to Admn-I section by 15.07.25.

Branch officers concerned are requested to bring the contents of the above letters 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 letters may be given due consideration.

Digitally signed by  
ASHUTOSH BISWAS  
Date: 07-07-2025  
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)

 <p>सत्यमेव जयते</p>	<p>भारतीय लेखापरीक्षा और लेखा विभाग          क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, मुंबई          सी-2, जी एन ब्लॉक, एशियन हाईट इन्स्टीट्यूट के          आगे,          बांद्रा - कुर्ला कॉम्प्लेक्स, मुंबई - 400051          टेलि. नं: 26521902/3251 फैक्स नं- 26522627          ईमेल- rtimumbai@cag.gov.in</p>
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सं: RTIMUM/44/2023-ADMIN/323

दिनांक: 30.06.2025

03.07.2025

To  
 All Offices of Indian Audit & Accounts Department  
 (through e-mail)

**Subject:- Extension of last date for receipt of applications for  
 deputation to the posts of Assistant Audit Officer &  
 Clerk/Typist.**

Sir/Madam,

Kindly refer to this office letter No. RTIMUM/44/2023-ADMIN/190 dated 28.05.2025 vide which applications were invited from the willing and eligible officers/officials from all the offices of IA&AD for filling up the vacant posts in the cadres of AAO and Clerk/Typist on deputation basis. The last date of receipt of application was 30.06.2025.

In this regard, it is to intimate that the last date of receipt of applications from the willing and eligible officers/officials is hereby extended from 30.06.2025 to 25.07.2025.

This issues with the approval of the Director General.

*Sr. Audit Officer/Admn.*  
*1/8/25*

#ApprovedByNameMarkingSection  
 Sr. Audit Officer/Admn.

Digitally signed by  
 Pramod Anand Pathak

A-1/In Word/315  
dt: 04-07-2025

**O/o THE DIRECTOR GENERAL REGIONAL CAPACITY BUILDING &  
KNOWLEDGE INSTITUTE, JAMMU**

No: RCB & KI/J/A/Dep/2025-26/150  
Dated: 03-07-2025

To

CAG-All Offices  
(As per mailing list)

**Subject:** Deputation Assignment at Regional Capacity Building and Knowledge Institute, Jammu for filling up one vacant post of Sr. Accounts Officer (Core Faculty-General Accounts & Entitlement).

**Madam/Sir,**

Applications from desirous officers of the rank of **Senior Accounts Officers** are invited for the deputation assignment as per the Job description/ Eligibility criteria given below:

S. No	Post	No. of vacancies
01	Sr. Administrative Officer (Core Faculty-General A&E)	01

**Eligibility criteria**

1. Holding the analogous post of Sr. A. O with minimum five years of experience as Sr. A.O.
2. Knowledge relating to overall working in A&E is necessary.
3. Possessing ability in the preparation of course materials, Structured Training Modules (STMs) and case studies for General courses.
4. Possessing in-depth knowledge and experience in operating Computer applications including e-office, eHRMS, PFMS, GeM, GST and SAI Trainings including profound knowledge in administrative and establishment matters.

**Terms of deputation & selection process**

1. The deputation term shall initially be for three years.
2. Maximum age limit for deputation should not exceed **56 years** as on the closing date of application for the post.
3. Selection of a suitable officer will be made by adopting the appropriate selection procedure based on the requirement of knowledge and skills involved in the job.
4. All officers who are willing should apply through their respective Parent Offices. In accordance with Headquarters' Office instructions, the Parent Offices are requested to forward the applications of all willing officers along with the Bio-data and APARs for the last five years to this Institute, so as to reach this Institute latest by **31-07-2025**. It may also be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates forwarded by the respective Parent Offices may be scanned and sent by email to avoid postal delay. **The parent office is also required to forward NOC as provided under Headquarters 'Office letter No: 60-Staff (App)-1/14-2023 dated 27-01-2025.**
5. The revised guidelines for deputation of staff within IA&AD (circulated by

*Sh. J. Parica*  
4/7/25

**Headquarters' Office) vide No: 60-Staff (App)-I/14-2023 dated 27-01-2025, stipulates that:**

Para 1(sub para b): "a request for deputation has to be accompanied by a NOC/Consent of the borrowing office.

Para 1(sub para g): Deputation of officials within IA & AD shall be permitted, if the vacancy is upto 25% of sanctioned post in cadre controlling office.

Para 2: In order to maintain transparency and ensure fair selection of the eligible officials for deputation, every HoD of IA & AD may obtain the recommendations of the transfer posting committee of the office/station, before approving the deputation.

**The parent office(s) must send a certificate in respect of para 1(sub para g) and Para 2, while forwarding application of any officer(s)/official(s) for deputation assignment.**

6. The RCB & KIs reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.
7. The selected officer will be entitled to Training allowance as per instructions prevailing from time to time.
8. A reference is invited to Headquarters Circular **No. 269/Trg. Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in RCB & KIs were issued for strict compliance. The instructions in the said circular are reiterated below:
  - a. Field offices shall display the deputation notifications issued by RCB & KIs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
  - b. Field offices shall forward all applications received from their officers/staff against the positions advertised by RCB & KIs to the concerned Institute/Centre, without withholding any application;
  - c. On completion of the selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RCB & KIs at the earliest.

The Headquarter office has again issued a circular letter vide No: **11/Trg. Div./42-A/2023 dated: 02/05/2023** to heads of Department of IA&AD offices requesting therein that:

- (i) Heads of field offices may assess the human resource requirements of respective offices and spare the services of SAOs to RCB & KIs by permitting them to apply against the vacancies notified by RCB & KIs.
- (ii) Encourage SAOs with domain knowledge for applying for the positions of notified by the RCB & KIs providing them an opportunity to contribute to the capacity development activities of SAI India.

- (iii) Heads of field offices may extend faculty support by deputing officers with domain expertise to facilitate training sessions at RCB & KIs whenever such requests received from RCB & KIs.

This issues with the approval of the Director General, RCB & KI, Jammu.

Yours faithfully,

Sd/-  
Sr. Administrative Officer (A)

A-1/CAG/103  
dt: 04.07.2025

Email

Chiranjit Ghosh

**Fwd: [Cag-all-users] Extension of last date to 10 July 2025 : Deputation Circular for Headquarters**

**From :** PAG Audit II West Bengal <agauwestbengal2@cag.gov.in> Fri, Jul 04, 2025 10:37 AM  
**Subject :** Fwd: [Cag-all-users] Extension of last date to 10 July 2025 : Deputation Circular for Headquarters 2 attachments  
**To :** Admn I Audit II West Bengal <admn1gen.wbl2.au@cag.gov.in>, Admn I Utpal Kumar Ghosh <admn1.wbl2.au@cag.gov.in>, Ashutosh Biswas IAADAGERSAKolk <biswasa.wbl.sca@cag.gov.in>, Chiranjit Ghosh <chiranjitg.wbl.au@cag.gov.in>, Tanishtha Pal <tanishthap.wbl.au@cag.gov.in>  
**Reply To :** PAG Audit II West Bengal <agauwestbengal2@cag.gov.in>

**From:** "MP Hemantha Kumar via Cag-all-users" <cag-all-users@lsmgr.nic.in>  
**To:** CAG-ALL-OFFICES@lsmgr.nic.in, cag-all-users@lsmgr.nic.in  
**Cc:** "Ranjeet Singh" <singhr3@cag.gov.in>, "Rohit Raj Kholia" <aaoestablishment@cag.gov.in>  
**Sent:** Thursday, July 3, 2025 5:34:30 PM  
**Subject:** [Cag-all-users] Extension of last date to 10 July 2025 : Deputation Circular for Headquarters

Sir/Madam,

Please refer to the trailing mail below, forwarding Hqrs office, Dir (P) letter dated 18-06-2025, regarding filling up of various posts in HQ on deputation basis. It was mentioned that the last date for acceptance of deputation applications through the CAG Web page would be 04 July 2025.

In this connection, I am directed to inform that the last date for acceptance of applications for filling up of various posts in Headquarters on Deputation basis has been extended upto 10 July 2025.

This issues with the approval of the competent authority.

Best regards

Hemantha Kumar  
SAO/Establishment

*Shruti Parida*  
12/7/25

**From:** "MP Hemantha Kumar" <saoestablishment@cag.gov.in>  
**To:** "CAG-ALL-OFFICES" <CAG-ALL-OFFICES@lsmgr.nic.in>, cag-all-users@lsmgr.nic.in  
**Cc:** "Ranjeet Singh" <singhr3@cag.gov.in>, "Rohit Raj Kholia" <aaoestablishment@cag.gov.in>, "SANJAY KUMAR" <sao6is@cag.gov.in>

**Sent:** Wednesday, June 18, 2025 6:46:30 PM  
**Subject:** Deputation Circular for Headquarters

Sir/Madam,

I am directed to forward the attached letter and document, for wide circulation among all IAAD staff.

This issues with the approval of the competent authority.


Best regards

Hemantha Kumar  
SAO Establishment

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Cag-all-users mailing list -- [cag-all-users@lsmgr.nic.in](mailto:cag-all-users@lsmgr.nic.in)

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-  **Hqrs deputation - Step by Step instructions and technical support contact.pdf**  
771 KB
  -  **Hqrs deputation letter.pdf**  
253 KB
- 

**From :** PAG Audit II West Bengal <agauwestbengal2@cag.gov.in> Fri, Jul 04, 2025 10:23 AM  
**Subject :** Fwd: [Cag-all-offices] Extension of last date to 10 July 2025 : Deputation Circular for Headquarters 2 attachments  
**To :** Sathish M <msatish@cag.gov.in>  
**Cc :** Admn I Audit II West Bengal  
<admn1gen.wbl2.au@cag.gov.in>, Admn I Utpal Kumar Ghosh <admn1.wbl2.au@cag.gov.in>, Ashutosh Biswas IAADAGERSAKolk <biswasa.wbl.sca@cag.gov.in>, Chiranjit Ghosh <chiranjitg.wbl.au@cag.gov.in>, Tanishtha Pal <tanishthap.wbl.au@cag.gov.in>  
**Reply To :** PAG Audit II West Bengal <agauwestbengal2@cag.gov.in>

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**From:** "MP Hemantha Kumar" <saoestablishment@cag.gov.in>  
**To:** CAG-ALL-OFFICES@lsmgr.nic.in, cag-all-users@lsmgr.nic.in  
**Cc:** "Ranjeet Singh" <singhr3@cag.gov.in>, "Rohit Raj Kholia" <aaestablishment@cag.gov.in>  
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