

**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)/2026-27/47

Dated: 17.04.2026

Enclosed please find following letters:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter no. Estt(A&E)/Deputation/In/2024-25/655 dated 06.04.2026 received from O/o the AG (A&E), Manipur, Imphal regarding extension of date for receiving application. Previous circular in this regard was issued vide NS No. Admn-I/6-2/Deptn/XXVI(Part.1)/2025-26/1234 dated 06.03.2026.	20.04.2026
2.	Letter No. Admn.I/A&E/S-3/Dep. Notification/2025-26/93 dated 13.04.2026 received from O/o the PAG (A&E) Jammu & Kashmir, Srinagar regarding filling up the posts of SAO/AAO in O/o the PAG (A&E) Jammu & Kashmir, Srinagar on deputation basis.	22.04.2026
3.	Letter No. Admn.I/A&E/S-1/26-27/70 dated 13.04.2026 received from O/o the PAG (A&E) Jammu & Kashmir, Srinagar regarding filling up the post of Manager in Departmental Canteen in O/o the PAG (A&E) Jammu & Kashmir, Srinagar on deputation basis.	22.04.2026
4.	Letter No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60/2026-27/70 dated 16.04.2026 received from O/o the PAG (Audit) Andhra Pradesh regarding filling up the post of legal assistant in O/o the PAG (Audit) Andhra Pradesh on deputation basis.	22.04.2026

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: 17-04-2026  
17:13:06

Sr. Audit Officer (Admn.I)

Copy to:

1. Sr. DAG /AMG-I (Admn. & AS)
2. Sr. 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)



प्रधान महालेखाकार (लेखापरीक्षा)  
का कार्यालय,  
आंध्रप्रदेश, विजयवाड़ा - 520 002



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (AUDIT),  
ANDHRA PRADESH, VIJAYAWADA - 520 002

No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60/2026-27/ Date:16-04-2026

सूचनासंख्या/Notice No.:70

To

All the Heads of Department of IA&AD (as per mailing list)

**Sub:** Filling up the post of Legal Assistant on deputation basis in the O/o Principal Accountant General (Audit), Andhra Pradesh, Vijayawada-reg.

Applications are invited for filling up the post of Legal Assistant for dealing with court cases/legal matters. The post is to be filled up on deputation terms from amongst officials of IA&AD who fulfils the eligibility criteria as mentioned below:

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/ Supervisor	i. Work experience of three(03) years in legal section. ii. Law degree is preferable qualification.
	Auditor/ Sr. Auditor/ Asst. Supervisor	i. Law Degree is mandatory. ii. Officials holding analogous post with work experience of three(03) years in legal section is preferable.

1. The appointment will be initially for a period of one(01) year. Extension of the term will be considered subject to suitability and administrative convenience. Deputation guidelines issued vide Hqrs letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.
2. Selected official will be entitled to Deputation Allowance as per extant rules.
3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

5. **Job Description:**

*Shri. P. Parayathu*  
16/4/26

- I. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- II. 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.
- III. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
- IV. Maintain Registers of court cases, cases allotted to empanelled counsel, fee paid to counsellors and their performance and submit monthly/quarterly reports regularly.
- V. 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 with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgment.
- VI. Meet the requirement of counsels in respect of discussions and production of documents.
- VII. Scrutinize legal fee bills and monitor payments are made timely.
- VIII. Assist the Sr.AOs/Group Officers in timely conduct of periodical review of empanelled advocates.

Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents to this office latest by **30.04.2026**.

- a. Bio data of the applicant duly filled in and attested by Head of the Office (proforma enclosed).
- b. Photocopies of APARs for the last 5 years duly attested on each page.
- c. Vigilance clearance certificate.

TADI RAMA PRASAD  
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन-1)  
Senior Audit Officer(Admn-1)

## BIO-DATA

Application to the post of: \_\_\_\_\_

1.	Name in Full(Sri/Smt./Ms.)	
2.	Present Post Held	
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)Present Office
8.	Whether belongs to SC/ST	
9.	Date of Entry into Government Service	
10.	Post & Date of Entry into IA&AD	
11.	Date of Promotion to the current post	
12.	Whether confirmed in the Entry Grade	
13.	Present Pay Level and Pay	
14.	Proficiency in computers. Details may be given	
15.	Mobile Number and Official email ID	
16.	Work Experience	
17.	Details of current deputation	
18.	Any other relevant details	

Date:

Place:

Signature of the Applicant

Counter Signature of the Branch Officer in charge of Administration

A-4 Forward 34  
dt: 15/04/26कार्यालय  
महालेखाकार (लेखा व हक)  
मणिपुर, इफाल - 795001OFFICE OF THE  
ACCOUNTANT GENERAL (A&E),  
MANIPUR, IMPHAL - 795001

No. Estt(A&amp;E)/Deputation/In/2024-25/655

Dated: 06-04-2026

सेवा में,

भारतीय लेखापरीक्षा एवं लेखा विभाक के सभी विभागीत प्रमुख,  
**The Head of Department in all offices of IA&AD,**  
 (As per mailing list)

**विषय:** कार्यालय महालेखाकर (ले. व ह.), मणिपुर में विभिन्न पदों पर प्रतिनियुक्ति के संबंद में।

**Subject:** Filling up of various posts in the Office of the Accountant General (A&E), Manipur on deputation basis.

महोदया/महोदय,

In partial modification of this office letter No. Estt(A&E)/Deputation/In/2024-25/426 dated 05.03.2026 on the subject above, the Competent Authority has extended the last date of receipt of applications for appointment to various posts on deputation basis in the office of the Accountant General (A&E), Manipur till 25<sup>th</sup> April 2026.

इसे महालेखाकार के अनुमोदन से जारी किया जाता है।

भवदीय,  
 Digitally signed by  
 Robert Moirangthem  
 Date: 06-04-2026  
 15:41:31

वरिष्ठ उप महालेखाकार

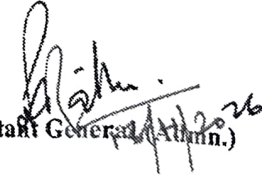
Sh. J. Panigrahy  
 15/4/26



- e) Allowances in vogue for officers posted in Kashmir Valley shall also be paid accordingly.
- f) The names of the Officers to be recommended should not be due for promotion at least for the next one year.
- g) Officers selected for deputation will be liable to be posted anywhere under the cadre controlling authority of H.O Srinagar and B.O. Jammu as per administrative convenience.
4. In light of the above, it is requested that the applications of willing officers who in the event of final selection can be spared immediately for the post of Sr. Accounts Officer and Assistant Accounts Officer on deputation basis, may kindly be forwarded through proper channel alongwith the following documents/certificates, **via email to [agajammukashmir@cag.gov.in](mailto:agajammukashmir@cag.gov.in)** on or before **30/04/2026**:
- i.) Bio-data in the enclosed prescribed proforma.
- ii.) Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page.
- iii.) Integrity certificate / Vigilance Clearance certificate and statement of major / minor penalty during last 10 years.
5. This may please be widely circulated in your offices.

This issues with the approval of Principal Accountant General.

Encl. Bio-Data Proforma

  
Dy. Accountant General (Admin.)

**BIO-DATA FOR THE POST OF SR. ACCOUNTS OFFICER AND ASSISTANT ACCOUNTS OFFICER**

1	Name (Block letters)	
2	Designation	
3	Date of birth and Age as on today	
4	Present Address	
5	Permanent Address	
6	Category	
7	Educational Qualification	
8	Office to which the applicant belongs i. Parent office ii. Present office	
9	Date of entry into Government Service	
10	Date of entry in IA&AD	
11	i. Date of promotion to the present post ii. Date of confirmation & post in which confirmed iii. Basic Pay & Grade Pay iv. Pay Band	
12	Details of MACP/ Financial upgradation / NFU (I, II or III), if any granted and date of grant of such pay upgradation	
13	Contact Number & Official email id	
14	Post applied for	

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

Place:

Signature of the applicant

Date:

It is certified that the above particulars furnished are correct as per our office records.

Signature of Group officer/HOD(with stamp)

dt: 16/04/26



भारतीय लेखा एत हकदारी और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT  
कार्यालय प्रधान महालेखाकार (लेखा एत हकदारी) जम्पूय कश्मीर, श्रीनगर-190009  
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) J&K, SRINAGAR-  
190009



No: Admn.I/A&amp;E/S-1/26-27/70

Dated: 13.04.2026

## (Deputation Circular)

**Subject:** Filling of one vacant Post of Manager in Departmental Canteen in The office of the Pr. Accountant General (A&E)J&K on deputation basis-reg.

Office the Pr. Accountant General (A&E), J&K, Srinagar intends to fill up 01 vacant post of Canteen Manager Grade-II in Pay Matrix L-6 in the Departmental Canteen by transfer on deputation basis amongst officials possessing the following eligibility and qualification:

**A) Eligibility**

i) Holding analogous post on regular basis.

or

ii) With six years' service in the grade rendered after appointment thereto on a regular basis in Level-5 (Rs.29,200-Rs.92,300) in the Pay Matrix or equivalent in the parent cadre/ department.

or

iii) With ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs.25,500- Rs.81,100) in the Pay Matrix or equivalent in the parent cadre / department and

**B) Educational qualification:**

a) Bachelor's degree in Commerce/Business Studies/Economics/Public Administration of a recognized University / institution.

b) Two years' experience in Accounts work in any Government Office or PSU or Autonomous Statutory Organization.

**C) Age Limit:**

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

**D) Period of Deputation:**

The initial period of deputation will be for one year and may be extended thereafter subject to his/her continued suitability and administrative convenience. The Deputation will be governed by the terms and conditions laid down in Headquarters Office circular No.60-Staff(App)-I- 4-2023 dated 27.01.2025 and DoPT O.M. No 6/8/2009-Estt (Pay 11) dated 17.06.2010 and subsequent amendments from time to time.

Shri. D. Parashar  
16/4/26

**E) Allowances:**

The selected official will be entitled to admissible deputation (Duty) allowance as per the prevailing rules.

**F) Application:**

The willing officials may submit their application through proper channel along with Copies of APARs for the last 5 years, Vigilance Clearance Certificate (either pending or contemplated) and Bio Data latest by 30.04.2026.

(Encl: Dep. Form)

  
Dy. Accountant General (Admn)

ANNEXURE

## APPLICATION FOR THE POST OF MANAGER (GROUP II)

Self-attested  
Passport size  
photograph

1. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Education qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay / Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_
11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature .

Name of office/organisation where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1.	2.	3.	4.	5.	6.	7.

12. Nature of present employment i.e. Ad-hoc or temporary or permanent \_\_\_\_\_
13. In case the present employment is held on Deputation/contract basis, please state \_\_\_\_\_

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- a) Date of initial appointment \_\_\_\_\_
- b) Period of appointment on Deputation/contract \_\_\_\_\_
- c) Name of parent office/Organization to which you belong \_\_\_\_\_

14. Training/ courses attended \_\_\_\_\_

15. Additional details about your present employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

(SIGNATURE)

Date: \_\_\_\_\_  
Mobile No: \_\_\_\_\_