

कार्यालयप्रधानमहालेखाकार (लेखाओहक) पश्चिमबङ्ग
ट्रेजरीबिल्डिंग, २यसरकारीस्थानपश्चिम, कोलकाता-७००००१

कार्यालयप्रधानमहालेखाकार (लेखाएवंहक) पश्चिमबंगाल
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Supreme Audit Institution of India
लोकहितार्थसत्यहिष्ठा
Dedicated To Truth in Public Interest

Office of the Principal Accountant General
(Accounts and Entitlement) West Bengal
Treasury Building, 2nd Government Place West,
Kolkata-700001.

No. PAGAEWB/03/57/CAG HRMS/20

Date: 13.07.2026

Circular

The CAG HRMS Portal has been implemented in Indian Audit and Accounts Department as an integrated platform for delivery of Human resource-related services, including service book management, employee claims, approvals, sanction process and other allied HR functions. In view of this, under the instruction of Headquarters' Office, information as per Service Book pertaining to all Sr. Divisional Accounts Officers/ Divisional Accounts Officers, Grade-I/ Divisional Accounts Officers, Grade-II/ Divisional Accountants is to be furnished in **Annexure-I** (attached) for onboarding of their details on CAG HRMS Portal.

The requisite information (as per the Service Book of officials of DA/DAO cadre) in the prescribed proforma under the signature of respective Executive Engineer/Divisional Officer is to be sent to this office through mail (Email Id: worksmisc.agwb@cag.gov.in) by **18.07.2026** positively.

Encl: As stated above

[Authority: DAG(A/Cs, VLC & CISO)'s Order dated 13.07.2026]

Sd/-
Sr. Accounts Officer/WM

No. PAGAEWB/03/57/CAG HRMS/169-172

Date: 13.07.2026

Copy forwarded for information and neceary action to:

1. The Divisional Officers/Executive Engineers.
2. Secretary to the Principal Accountant General (A&E), West Bengal.
3. Sr. AO/ITSC with a request to upload the same in the office website.
4. General Secretary, West Bengal DAO & DA Association.

Sr. Accounts Officer/WM

ANNEXURE-I

Proforma for Onboarding of DA Cadre Employees on CAG HRMS Portal

1. Name:
2. Designation:
3. Father's name:
4. Date of birth:
5. Email ID (official):
6. Mobile No.:
7. AADHAAR No.:
8. PAN No.:
9. Gender:
10. Blood group:
11. Date of joining as DA/Sr. Accounts Clerk:
12. Employee ID:
13. Pay level:
14. Basic Pay:
15. Date of Retirement:
16. Address (as per service book):
17. Family details (as per service book):

Sl. No.	Name	Relation with government servant	Working status: Working/Non working	Date of Birth	Gender	Marital status	Whether dependent	Whether differently abled

Signature of employee

Signature of Executive Engineer/Divisional Officer