



भारतीय लेखापरीक्षा तथा लेखा विभाग  
क्षेत्रीय प्रशिक्षण संस्थान, चेन्नई  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
REGIONAL TRAINING INSTITUTE, CHENNAI

RTI/Admn./Dept./Unit-II/2023-24/ 25

Dt. 09.05.2023

To

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

Sub: Filling up of vacancy in the cadre of Sr.Auditor/Sr.Accountant, in  
RTI, Chennai on deputation basis-reg.

Sir/Madam,

One vacancy is likely to arise in the cadre of Sr.Auditor/Sr.Accountant in the Regional Training Institute (RTI), Chennai shortly. The vacancy will be filled up on deputation basis. The names of Sr.Auditor(s)/Sr.Accountant(s) or Accountant(s)/Auditor(s), who are willing to be considered for deputation to RTI, Chennai may be forwarded along with their bio-data, experience and grading of APARs for the last five years on or before 05.06.2023.

A Copy of the duties attached to the post is enclosed herewith.

The term of deputation will be initially for a period of three years. They are eligible to draw deputation allowance as per the extant orders.

Attention to Headquarters circular 269/Trg. Div./42-A/2019 dated 18.09.2019 is invited which inter-alia stipulates that field offices should display/circulate deputation notifications issued by RTIs/RTCs among staff and forward all such applications received to RTIs/RTCs, without withholding any application and relieve the selected official at the earliest.

This issues with the approval of Director General.

Encl: as above

Yours faithfully,

Sr.Audit Officer (Admn.)

## Application Form/Bio-Data

**Name of the Post: Sr. Accountant / Sr. Auditor**

1	Name	
2	Date of Birth	
3	Date of entry into IA&AD with name of Post	
4	Educational Qualification	
5	Languages Known	
6	Date of Promotion as Sr.Accountant/Sr.Auditor	
7	Date of Superannuation	
8	Professional Qualification (other than Sl. No.4	
9	Details of Work experience	

Signature of applicant

It is certified that the above particulars provided by the official are correct as per this office records. It is also certified that no vigilance/ disciplinary case is either pending or contemplated against the official. No major/ minor penalty has been imposed on the official.

Countersigned by the Cadre Controlling Authority

**Duty list of Sr.Accountant/Sr.Auditor (UNIT-V)**

1. Training related work

2. All office Purchases with Obtaining expenditure sanction for all purchases bills

3. Calls for the quotations for purchases manually and through (GEM Portal)

4. AMCs for office and outsourcing staffs

5. Familiarise with GEM portal

6. Any other work assigned by AAO/ SAO(Admn.) Director General

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA  
9, DEEN DAYAL UPADHYAY MARG, NEW DELHI – 110 124

No. 269/Trg. Div./42-A/2019  
Dated 18.09.2019

TRAINING DIVISION  
CIRCULAR

To

Heads of Department of IA&AD offices  
(As per e-mail list)

Subject: Deputation of staff to RTIs/RTCs

Madam/Sir,

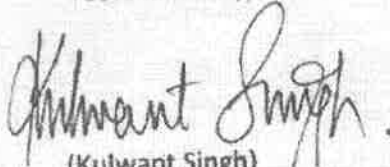
Regional Training Institutes (RTIs)/Regional Training Centres (RTCs) are the centres for capacity building of Indian Audit & Accounts Department and enrich the human capital of its user offices across India.

2. The staff working at RTIs/RTCs are appointed on deputation basis from field offices of the department across India. To augment the staff (Administration and Faculty) in RTIs/RTCs, the competent authority has decided that while deputing staff to RTIs/RTCs, all the field offices shall strictly adhere to the following instructions:

- (i) Field offices shall display the deputation notifications issued by RTIs/RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification;
- (ii) Field offices shall forward all the applications received from their officers/staff against the positions advertised by RTIs/RTCs to the concerned Institute/Centre, without withholding any application;
- (iii) On completion of selection process, the field offices shall obligatorily relieve the selected officer(s) for teaching/administrative assignments at RTIs/RTCs at the earliest.
- (iv) The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserves the right to repatriate a deputationist at any time, if his/her performance is found unsatisfactory.

3. Receipt of this circular may please be acknowledged by email to [trgwing@cag.gov.in](mailto:trgwing@cag.gov.in)

Yours faithfully,

  
(Kulwant Singh)  
Principal Director (Training)